



ROSCO

Royal Oaks School Community Organization
2215 Pennsylvania Avenue
Sun Prairie, WI 53590



Teacher / Staff Allowance 2020-2021

- This form is to be used to request reimbursement for classroom teacher/staff allowances for the 2020-2021 school year. **Please note: Non-consumable items reimbursed by ROSCO, become the property of Royal Oaks and should remain for student use.**
- Please complete this form. Attach itemized/detailed receipt(s). Credit card statements are not accepted as a form of receipt, unless items purchased are printed individually on the receipt.
- Place form in **Principal's** mailbox by **February 28, 2021**.
- Contact ROSCO Treasurer Amanda Dean at 834-6338 or roscofunds@gmail.com if you have any questions. Thank you.

Name: _____

Phone Number: _____

E-mail: _____

Amount Requested: _____

Items purchased: (Please attach itemized/detailed receipts)

Principal Signature: _____