

TEACHER REQUEST FORM

Teachers may request items from the PTA for their classrooms, including basic classroom supplies, books, support for special projects as well as general classroom needs. Teachers should turn this completed form in to the PTA mailbox in the main office. The PTA will discuss the request along with the superintendant 3x per year. Teacher will be notified if their request is approved or denied.

DATE OF REQUEST: _____ **SCHOOL/GRADE:** _____

TEACHER'S NAME: _____

EMAIL: _____

REQUEST FOR SPECIAL ITEMS/SERVICES:

Please explain your request in as much detail as possible and how it will be used in your classroom!

PURCHASING INFORMATION:

Vendor Name: _____ Phone #: _____

Vendor Website: _____

Vendor Email: _____

Item Sku/ Description: _____

Price (tax, delivery, shipping): _____

FOR SCHOOL PTA AND ADMIN USE ONLY

Date: _____

Request Approved: _____ Request Not Approved: _____

Check #: _____