

# Teacher Request Form for Valley View PTO

Directions:

1. Fill in the information below as completely as possible.
2. Submit, with picture of item, to the principal for approval
3. Once approved, make two copies. Give one to the principal and keep one for your records
4. Put pink copy plus picture of item in Valley View PTO mailbox
5. Valley View PTO will present request at next meeting and vote.

Item Requested: \_\_\_\_\_

Person(s) requesting item: \_\_\_\_\_

Date request is submitted: \_\_\_\_\_

Cost of item: \_\_\_\_\_

(Please research the cost from two sources when possible)

Total amount needed (include shipping): \_\_\_\_\_

Content Standard that this purchase will support: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Approval of the building principal)

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At the next VVPTO meeting, your request will be presented to the membership and a vote will be taken. If the request is approved, you are responsible for ordering the item(s). Please submit a receipt for reimbursement to the Valley View PTO Treasurer by May 31st of the current school year. If you fail to do so, you must re-submit a new request the following school year.

Request: \_\_\_\_\_ Granted \_\_\_\_\_ Denied \_\_\_\_\_ Place on "Wish List"

(Items placed on the "Wish List" will be voted on at the May VVPTO meeting and purchased according to the availability of funds.)