
Pittsford Schools

Instructional Materials Center Project Request

Name: _____ Date: _____

Grade Level/Department: _____ Building: _____

A. Project Description:

B. Size: _____

C. Color: _____

D. Quantity: _____

Return via interoffice mail when completed

E-mail me and I will pick-up when completed

*All materials created by the IMC will be laminated.

Requests for the Ellison letter machine can be completed in person at the IMC between the hours of 8:00 AM and 4:00 PM. Please email Jill Blum or call x1074 to schedule a time.

Instructional Materials Center
Jill Blum, IMC Specialist
Lomb Building
267-1074