

RCW PTO Request Form

Each elementary teacher is allocated \$225 per school year.

Please complete appropriate section and return to Mrs. Hagen

Teacher name: _____

Grade _____

I request the following supplies, equipment or materials to be purchased for my classroom using RCW PTO funds. Please email link to Krista or attached printout from website

Item(s) Requested: _____

Vendor: _____ Website: _____

Product Number/Description: _____

Please reimburse me for the following treats/incentives I have purchased for my students. Please attach receipts.

Purchased from: _____

Amount : _____

Activity : _____

Teacher signature: _____

Date: _____

Principal signature: _____

Date: _____

PTO Treasurer: _____ Date paid: _____ Check # _____