



Materials/Equipment Request Form

Perkins - 2025-26 School Year

- **Instructional Materials/Equipment** may be requested to directly support student instruction and performance related to industry aligned and/or state-identified model curriculum standards.
- Materials/equipment requested must be reasonable in cost, and must directly support specific student instruction and/or technical skills development/practice.

INSTRUCTIONS:

Please provide a short description for each of the instructional materials/equipment items you are requesting.
Please also **make sure to complete and forward your vendor quotes** along with your completed Materials Request form.

Teacher Name:		School Site:	
Item 1: Identify name or category of item being requested:			
Describe material(s) requested:			
Describe how requested materials will be used to directly support student instruction and performance.			
Vendor's Quote included supporting this request:		☐ YES ☐ NO	COST:
Item 2: Identify name or category of item being requested:			
Describe material(s) requested:			
Describe how requested materials will be used to directly support student instruction and performance.			
Vendor's Quote included supporting this request:		☐ YES ☐ NO	COST:
Item 3: Identify name or category of item being requested:			
Describe material(s) requested:			
Describe how requested materials will be used to directly support student instruction and performance.			
Vendor's Quote included supporting this request:		☐ YES ☐ NO	COST:
Item 4: Identify name or category of item being requested:			
Describe material(s) requested:			
Describe how requested materials will be used to directly support student instruction and performance.			
Vendor's Quote included supporting this request:		☐ YES ☐ NO	COST:

Questions may be directed to Christopher Clifton, (ext. 2904, or email cclifton@lbschools.net)



Instructions: Please provide a short description for each of the instructional materials you are requesting. Please also make sure to complete and forward your vendor quotes along with your completed Materials Request form.		
Teacher Name:		School Site:
Item 5: Identify name or category of item being requested:		
Describe material(s) requested:		
Describe how requested materials will be used to directly support student instruction and performance.		
Vendor's Quote included supporting this request: ☐ YES ☐ NO		COST:
Item 6: Identify name or category of item being requested:		
Describe material(s) requested:		
Describe how requested materials will be used to directly support student instruction and performance.		
Vendor's Quote included supporting this request: ☐ YES ☐ NO		COST:
Item 7: Identify name or category of item being requested:		
Describe material(s) requested:		
Describe how requested materials will be used to directly support student instruction and performance.		
Vendor's Quote included supporting this request: ☐ YES ☐ NO		COST:
Item 8: Identify name or category of item being requested:		
Describe material(s) requested:		
Describe how requested materials will be used to directly support student instruction and performance.		
Vendor's Quote included supporting this request: ☐ YES ☐ NO		COST:
TOTAL REQUESTED INVESTMENT: \$ 0.00		

Saving a .pdf file

- If you have not completed a .pdf form before, please make sure to:
1. Open the .pdf file and add your comments.
 2. Save the file just as you would a Word document (this will save your comments on the form).
 3. Email this completed .pdf file **ALONG WITH YOUR VENDOR QUOTES** to your school site **Perkins Chair**.