

WIS PTO — Teacher Request Form

Instructions:

- Fill in the information below, make a copy of the form for yourself, and return the completed form to the principal for approval.
- The principal will approve or deny the request. Denied requests will be returned to you; approved requests will be forwarded to the PTO.
- Approved requests will be discussed and voted on at the next PTO meeting. You will be notified after the meeting as to the status of your request.
- If your request is granted, the requester is responsible for completing the order. Submit receipt(s) for reimbursement to the PTO by **April 30th** of the current school year. If you fail to do so, you must resubmit a new request the following year.

Item(s) Requested: _____

Purpose of Requested Items: _____

Description and Cost of Item(s):

_____	\$ _____
_____	\$ _____
_____	\$ _____

**Please include Shipping, Handling & Tax*

Total: \$ _____

Vendor name and Address: _____

Person Requesting Item(s): _____ **Grade** _____

Date Items needed: _____

To Whom Should the Check be made out to?: _____

**Remember PTO will need a receipt once the order is placed.*

PRINCIPAL: ____ Approve ____ Denied

Signature _____ **Date:** _____

PTO: ____ Approve ____ Denied

Signature _____ **Date:** _____