

**Winthrop FRIES Teacher/Staff Funds Request Form
2026-2027**

Staff Name: _____

Date: _____

Staff Email: _____

Grade Level/Dept: _____ Room#: _____

Select One: To Be Reimbursed Later

To Be Purchased by Winthrop FRIES

Item(s) or Services Requested: _____

Cost Per Item/Event:	\$	Item Name:	
Quantity Requested:	#	Catalogue/Store Name:	
Shipping/Handling/Taxes:	\$	Vendor Name:	
*TOTAL COST:	\$	Website:	

Please answer the following questions

Explain the educational benefit of this item/service:	
Who will use this item/service (your class, entire grade, multiple grades, entire school?)	
What is the lifespan of this item?	
Date the funds are needed by:	
Other comments or details:	

Attach description, item number and picture where available. Please take time to shop for best price/quality.

I have shopped for the best price on this item and have checked with my school principal to determine if school funds are available for this item/service. By signing below, you agree with the above conditions.

Teacher's Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

Please scan requests and send to Phil Freehan Fries Treasurer (pfreehan11@yahoo.com and winthropschoolfries@gmail.com). If scanning is not an option, please return this form to the Winthrop FRIES inbox in the teacher's supply/copy room one week prior to the meeting. Shortly after the meeting, you will be notified of the status of your request and next steps.

Month	Forms Due (Wednesdays)	Meeting Dates (Wednesdays)
Oct	Oct 07, 2026	Oct 14, 2026
Nov	Nov 04, 2026	Nov 11, 2026
Jan	Jan 06, 2027	Jan 13, 2027
Feb	Feb 03, 2027	Feb 10, 2027
Mar	Mar 03, 2027	Mar 10, 2027
Apr	Mar 31, 2027	Apr 07, 2027
May	May 05, 2027	May 12, 2027

*If the amount being requested is \$500 or greater, please plan to attend the FRIES meeting (funding requests are addressed at the beginning of the agenda.)o