



PTA Request Form

Teachers and staff may request items from the PTA for their classroom including books, teacher tools, incentives, support for field trips and special projects, as well as general classroom needs. Please complete this form, with as much detail as possible, and place in the PTA President mailbox in the office. The PTA Board will discuss the request at the next PTA meeting (usually held on the second Thursday of each month at 4:00). Teachers are always welcome to attend the PTA meetings!

Date of Request: _____ Item is needed by: _____
Requestor's Name: _____
Email: _____
Request for item/service (include how this item/service will be used): _____ _____ _____ _____
Quantity: _____
Purchasing Information: Vendor Name: _____ Phone/Email/Fax: _____ Vendor Address or Website: _____ Item Number / Description: _____ Price: _____ Tax: _____ Delivery: _____ Shipping: _____

For Board Use Only

Date: _____ <input type="radio"/> Approved <input type="radio"/> Not Approved Check Number: _____ Budget Line Item: _____
