



Teacher / Staff Request Form

**Please complete form and submit to PTO using PTO mailbox in office.
Please contact a board member with any questions. Thank you!**

2015-16 Co-Presidents: Andrea Benson ambenson99@yahoo.com
Geri Denton glakey@comcast.net
2015-16 Treasurer: Susan Wilbur susanwilbur@me.com

Date: _____

Person Making Request: _____

Item	Purpose of Purchase	\$ Amount	Actual or Estimated Cost

If the PTO is able to support your request, please check off your preference.

_____ I will purchase for reimbursement by the PTO.

_____ I would like the PTO to purchase the item(s).

Additional information: _____

OFFICIAL USE ONLY (To be completed by PTO)

President's Signature: _____

Treasurer's Signature: _____

Date Check Issued: _____ Check Number: _____ Amount: _____