WRMS PTO
Teacher Request Form

Teacher/Staff Name: _____
Date:_____

Is this request for: ___ Classroom (specify grade ____)
___ Grade Level Use (specify grade ____)
___ School-Wide Use
___ Special Event

Item Description:_____
_____
_____

Justification:_____
_____
_____

Please price your item from two companies and list information below:

Company #1:	Company #2:
Cost:	Cost:
Tax:	Tax:
S&H:	S&H:
TOTAL:	TOTAL:

*Your attendance at the evening PTO meeting is highly recommended to discuss your request. If you are not able to attend, please share the details of your request with the PTO Staff Representative so your request can be properly presented.

_____ I will attend the meeting ____ Discussed with Staff Rep.

If approved, would you prefer… _____check made out directly to you (the teacher) OR
_____check made out to source company listed above

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PTO Decision:

____Approved ____Denied ____Request Follow-Up

Comments:_____
_____
_____
_____