

PTO Teacher Request Form

Fill out and return to the PTO mailbox by the Friday before the next scheduled PTO meeting.

The request will be reviewed by the attending PTO as a whole. Providing the current budget allows funding, the request will be presented and voted upon. If at that time the budget does not allow for a vote to be taken or your request cannot be fulfilled, your request will be reviewed again at the next PTO meeting. Copies of all request forms will be returned to the requesting teachers in their mailbox the following day regardless of the outcome.

Teacher _____ Grade _____

Administration review _____ Date _____

Item	Reimbursement Amount Requested	Purchase Place	Date of request	Action Taken

***Please provide a brief explanation for request**

Thank you for your request. The PTO will fill as many requests as possible within our budgetary constraints.

** All requests will be reviewed by the Administration before they are submitted to the PTO.