CIS WHYS Teacher Request Form

- Fill in the information below, **make a copy of the form for yourself**, and return the completed form to the principal for approval.
- The principal will approve or deny the request. Denied requests will be returned to you, approved requests will be forwarded to WHYS.
- Approved requests will be discussed and voted on at the next WHYS meeting. You will be notified after the meeting as to the status of your request.
- If your request is granted, **requestor is responsible for completing the order**. Submit receipt(s) for reimbursement to WHYS by **April 30th** of the current school year. If you fail to do so, you must resubmit a new request the following year.

Item(s) Requested: _____

Purpose of requested item(s):

_____
_____
_____
_____

Description and cost of item(s):

_____ $_____
_____ $_____
_____ $_____
Total $_____

* Include shipping, handling and tax. WHYS will vote on, and only reimburse, the total amount listed above.

Date item(s) are needed: _____

Vendor name and address: _____
_____
_____
_____

Person requesting item(s): _____

* Requestor must be a paid WHYS member

* All items purchased are the property of CIS WHYS *

Principal: ☐ Approved ☐ Denied

Signature: _____ Date: _____

WHYS: ☐ Approved ☐ Denied

Signature: _____ Date: _____

Date returned to teacher: _____

Revised 5/09