

Isham PTO - 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 request. Denied requests will be returned to you, approved request will be forwarded to the PTO.
- Approved requests will be discussed and voted on at the next PTO meeting. You will be notified after the meeting as to the status of your request.
- If your request is granted, requester is responsible for completing the order. Submit receipt(s) for reimbursement to the PTO within 60 days of approval no later than the end of the school year. If you fail to do so you must resubmit a new request and the funds may no longer be available.

Item(s) Requested: _____

Person requesting item(s): _____ Grade: _____

*Requester must be a paid PTO member.

Date items are needed: _____

To Whom should the check be made out to? _____

*Remember receipts are required for all reimbursements

Description and Cost of item(s):

_____	\$ _____
_____	\$ _____
_____	\$ _____

Vendor name and address: _____

Purpose of requested Items: _____

All items purchased are the property of ISHAM PTO.

PRINCIPAL: ___ Approved ___ Denied

Signature: _____ Date: _____

PTO Officer: ___ Approved ___ Denied

Signature: _____ Date: _____

Date Check was issued: _____ Check # _____