Teacher Request Form

Teacher Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Items / Description\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cost\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Needed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How will this be funded? Teacher reimburse, Food Service invoice, etc?

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Please fill out this form and email (or copy and paste into email) the PTO at [freslcspto@gmail.com](mailto:freslcspto@gmail.com).

It could take up to 7 days to review / approve a request.

Teachers can request up to $100 a year for discretionary spending at any time.

Requests over the $100 allowance needs to be discussed /approved during the next board meeting.

Questions? Please feel free to reach out to any PTO Board member.

Jennifer Hanks - [jennifermhanks@gmail.com](mailto:jennifermhanks@gmail.com)

Malissa Knight - [brownbird79@yahoo.com](mailto:brownbird79@yahoo.com)

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Thank you!