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.

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

Malissa Knight - brownbird79@yahoo.com

Alyssa Lavoie - alyssalavoie@gmail.com

Erin Mannarino - v\_sails@hotmail.com

Thank you!