



Teacher Item/Service Request 2017-2018
Daphne East Elementary, PTO

Teachers and Staff,

Thank you for utilizing the PTO for your classroom needs! If you fill out the form below prior to the next PTO meeting it will allow the PTO Board to discuss/approve your request in a timely manner. Place this form in the PTO mailbox in the office or email it to us at daphneeastpto@gmail.com. Also, please feel free to attend the meeting to further describe your request.

Date_____Name_____Grade_____

Item/Service Request & description (purpose/how this will be used in your classroom):

Date Item Needed_____

Purchasing information:

Vendor Name:_____

Contact/website:_____

Item number/description:_____

Price_____tax_____delivery_____shipping_____

Has this request been made to the school? Yes_____No_____

If not, please explain why not:

If the request was denied from the school, please explain the reason it was denied:

Approved by the PTO on this date:_____

Not approved for the following reason:

Thank you!

Daphne East PTO BOARD 2017-2018