

North Andrew PTO request form:



Teacher/staff name: _____

Grade/Class: _____ Date: _____

Number of students to benefit: _____ Need by: _____

Contact phone number: _____ Approx. requested amount: _____

Briefly describe your request. Be sure to state the problem or issue and how your request will solve the problem or issue. Who will benefit the most from your request? Does it fit PTO's mission statement? Include additional pages if needed. If possible, please attend PTO's meeting to answer any questions.

- **Please attach supplier/cost and any additional purchase information (including approx. cost of shipping and handling**
- **If possible, include a possible of two company bids**

P.T.O. reply:

Date: _____	Approved: _____	Denied: _____
	Tabled for further research: _____	
Comments:		

P.T.O. Mission Statement:
"Supplying our Educators and Students with Educational Tools for Success."