



EAST MORICHES PTO

Teacher Request Form



Teacher's Name: _____

Today's Date: _____

Event Date: _____

1. Fill out this form to the best of your ability.
2. Give the form to your PTO teacher representative.
3. The teacher representative will forward it to the Superintendent for his approval and signature.
4. The Superintendent will notify the teacher representative of the decision.
5. The teacher representative will present the request at the next PTO meeting.
6. The teacher representative will notify you of the decision.

Please be aware the process may take up to two months and completing this form is not a guarantee that funding will be approved by the PTO.

Item	Cost

Please use the lines below to explain the importance or rationale for this purchase/event.

Principal's Signature _____ Date _____

Superintendent's Signature _____ Date _____