

2024-2025 Elkins High School PTO Teacher/Staff Gifting Request Form

- This form is used to request items that will benefit the students and staff at EHS.
- Requests can only be submitted by current PTO members.
- Any gifted items are for use at EHS and remain property of EHS, not the requestor.
- Ongoing maintenance and repairs of gifted items are the requestor's responsibility.
- Ensure the gift information is accurate, as it will be used to order items if the request is approved.

Requestor Information

Name:	Date of Submission:
E-Mail:	Phone:
Number and description of students impacted by the requested items:	
What other funding sources have been explored? <input type="checkbox"/> N/A <input type="checkbox"/> Grant <input type="checkbox"/> Budget <input type="checkbox"/> Donations <input type="checkbox"/> Other	
Rationale (Explain the purpose, who will benefit, frequency of use, educational goals to be accomplished, sustainability, how long the items will be used and any other pertinent information):	

Gift Information

Item Description	Item Number	Quantity	Vendor	Amount
				\$
				\$
				\$
				\$
				\$
				\$
Total Amount Requested				\$

PTO Gifting Committee Decision

Approval: Approved Not Approved Other (explain below)

Notes: