**PTO Request from Staff**

**The PTO is proud to support our school’s staff and students. To help us effectively manage your requests, please complete this request form and drop it in the PTO mailbox in the elementary school office. Please attach receipts if necessary. We meet on the third Monday of every month, and will consider your requests then. You will receive a copy of your request in your mailbox telling if your request was accepted or denied and what amount was accepted or denied. If you have any questions please feel to ask us.**

Date Requested: Request Made By:

Request for:

Estimated Cost: Date Needed By:

Describe how this will be beneficial to your classroom:

How many students will this benefit?

How will the purchase be handled?

Reimburse Me Pay School District