

May Howard PTA Educational Resource Request Form

Person/Grade Level Requesting Items:	Email:
Position:	Date Submitted:

Please describe how items will be utilized in the classroom and enhance instruction:

Please list items requested by priority						
	Quantity	Description	Price	Shipping	Total Cost	Approved
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
*Please attach documentation for items requested						
Total						

Signature of person requesting
Date

Return completed request form to the PTA Executive Committee for approval by either sending a digital copy to ptamayhoward@gmail.com or by placing completed forms in the PTA slot near the teacher's boxes.

PTA USE ONLY	
Date Received:	
Budget Category:	
Requested by:	Date
Approved by:	Date
Approved by:	Date