



Adolphus Elementary PTO Teacher/Staff Request for Classroom Consumables

Date Requested: _____ Date Needed: _____

Name: _____

Grade: _____ Subject: _____

1. Consumables will be fulfilled by Adolphus PTO. You tell us what you need; we will get it for you. **You will not need to submit a reimbursement form.**
2. Please submit your request a week before consumables are needed.
3. Each teacher is allowed to request \$100 worth of classroom consumables for each semester (once in the fall and once in the spring).
4. Only one request per teacher per semester. You cannot submit multiple requests that add up to \$100.

✓	CONSUMABLE	TYPE/BRAND	SIZE	QUANTITY

I have read and support this "Teacher/Staff Request for Consumables."

Stacy Boarman, Principal

Please place approved forms in the PTO Mailbox. Thank you!