



ADOLPHUS ELEMENTARY PTO  
TEACHER/STAFF REQUEST

Name:	Grade/Subject:
Date Requested:	Date Needed:
TEK(S)- How does this request relate to the curriculum?	

**Is this a General Requests or a Consumable Requests?**

**PLEASE  CHECK ONE BELOW:**

General Requests

- Complete the following information for the item(s) requested.
- Provide detailed information for each item requested including description, materials, sources, costs, and shipping. Attach printed flyers and pictures, as needed.
- ***This request will not be processed without the required attachments.*** Teacher may be asked to present more information at the next PTO meeting. If requesting over \$500, please plan to attend the next meeting or be available by phone to answer questions/explain requested items.

Consumable Requests

- Each teacher is allowed to request \$100 worth of classroom consumables or other usable items for each semester (once in the fall and once in the spring).
- Only one request per teacher per semester. You cannot submit multiple requests that add up to \$100. Attach pictures, as needed.
- ***Please submit your request at least 2 weeks before consumables are needed.***

PLEASE TURN OVER TO COMPLETE THIS FORM

