

# Raleigh Park PTO

## Teacher Request Form

**Check one:**

- Curriculum Enhancement (e.g., In-class activities, field trips, assemblies, author visits)
- Technology or other equipment
- Other/not sure

**Proposal** (Please explain how the funds will be used.):

**Rationale** (The mission of the PTO is, in collaboration with the staff, to support the academic, physical, and social well-being of our students and their families. How will the proposal benefit students or the staff?):

**Cost** (Be as precise as you can. If you need to estimate, a check for the actual amount spent will be issued to the vendor or to you after receipts are turned in; not to exceed requested amount):

**Vendor/Company** (Where are you spending the money?)

**Check one:**

- Please write a check payable to the vendor above, include address and phone number  
Vendor Address: \_\_\_\_\_  
Vendor Phone: \_\_\_\_\_
- Please reimburse me for actual costs after I turn in the receipts

Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_

Principal Approval: \_\_\_\_\_

Date: \_\_\_\_\_

(signature or attach an email approval)

Please turn in completed form to PTO Treasurer, Peter Jewett, either by hard copy in the Treasurer mailbox in the school workroom or by email to [jewett@gmail.com](mailto:jewett@gmail.com).