

PTW 2015-2016 School Grant Request

Teachers may request items from the PTW for their classroom. This includes books and teacher tools, support for field trips, and general classroom needs that do not fall under the U-46 district. The PTW board will accept requests for the current school year only. Upon approval of your request, reimbursement (via check) will be made. Receipts will be required for reimbursement when applicable.

Teachers should put the completed form, with as much detail as possible, into the PTW mailbox. The department chair or school principal is required to sign off on the request before it will be considered. Teachers are welcome to attend the monthly PTW meeting to discuss their request. Please submit your request 30 days in advance when possible.

Date of request: _____

Name of applicant(s): _____

Email/contact number: _____

Grade/Department: _____

Request for item/service (include how and for whom this item/service will be used):

Quantity requested: _____

Date needed: _____

Purchasing Information

Vendor name/website: _____ phone/fax: _____

Item# or description: _____

Price: _____ Sales tax: _____ Delivery/shipping charges: _____

Please understand that payment must be completed and reimbursement is upon approval only.

Applicant's signature

Department Chair/Principal signature

For PTW purposes only:

Date check was issued: _____

Check number issued: _____

Approved by: _____

Date approved: _____

Not approved (see attached document)