

Newton School PTO

MATERIALS REQUEST/REIMBURSEMENT FORM

Staff: Please fill out and return to our mailbox in the office, or email return. We will review the request at our next monthly meeting. If approved we will contact you. Thank you.

Name: _____ Email: _____

Date of request: _____ Date Needed: _____

Item(s) needed and purpose(s):

Estimated or actual Cost (Please provide receipts if reimbursement is requested):

Would you like PTO to place the order for you (via the internet)? YES NO (circle one)

If Yes, please include/attach order information & website below:

Signature: _____

PTO ONLY-- Reviewed Date: _____ Initial: _____