

**Whitin Middle School
Parent-Teacher Organization
Uxbridge, MA 01569**

Dr. Ronald J. Farrar, Principal
Amy Puliafico, Assistant Principal

Susan Bell, Co-President
Kristen Holt, Co-President
Susan Pickering, Vice President
Tracy Wagner, Secretary
Karen Mages, Co-Treasurer
Michaëlle Phillips, Co-Treasurer

Classroom Request Form

Please return this form to the PTO mailbox by the 20th of the month for the following month's meeting.

Teacher's Name _____ Date Submitted _____

Grade _____ Room _____

Need by Date _____

Request _____

Description (Please include all information you feel will best describe your request)

Dollar amount requested \$ _____ Check Payable to _____

At times members ask questions regarding the requests. We encourage you to attend the PTO meetings to assist in answering questions and sharing your knowledge and enthusiasm. The meetings are the first Wednesday of every month @6:30pm in the Whitin School Library.

Please note that no item should be purchased until it has been approved unless you are willing to assume risk of paying for the item yourself if not approved.

An approval request does not automatically result in the issuance of payment. Once you have an invoice or receipt, please forward to the PTO mailbox "Attention Treasurer" and a check will be issued.

For Official Use Only

Acknowledgement Date _____ **Amount Approved \$** _____

Date of Approval _____

Request Denied _____

