

**WHITIN MIDDLE SCHOOL  
PARENT-TEACHER ORGANIZATION**

Uxbridge, Massachusetts 01569

Ronald J. Farrar, Principal  
Amy Puliafico, Assistant Principal

Laura Derderian, President  
Nancy Hanson, Vice President  
Tracy Wagner, Secretary  
Andrea Consoletti, Co-Treasurer  
Michaelle 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 Request \$ \_\_\_\_\_ Check Payable to: \_\_\_\_\_

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**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 @ 6:30p.m. in the Whitin School Library.

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

**An approved 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.**

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**FOR OFFICIAL USE ONLY**

Acknowledgement Date \_\_\_\_\_ Amount Approved \$ \_\_\_\_\_

Request Denied \_\_\_\_\_ Date of

Approval \_\_\_\_\_