



Need Request Form

Teacher/Faculty: _____ Today's Date: _____

Class: _____ Need By: _____

of students to benefit: _____ Direct Contact Phone # _____

Problem or Issue: _____

Need or Proposed Solution: _____

Benefits: _____

Quantity Needed: _____

- PLEASE attach supplier/cost and any additional purchase Information.
- Please include a possible of two company bids.

P.T.O Reply

Approved: _____

Date: _____

Denied: _____

Tabled for further research: _____

P.T.O Mission Statement:

"Supplying Our Educators and Students with Educational Tools for Success."