

RTR Staff Member:

Please complete this form when submitting a RTR Elementary PTSA purchase request. Put this completed form in the PTSA mailbox. If you have a picture of the item or have the catalog it is in please provide that information as well. If you are able to attend the meeting please come to answer any questions regarding your request, not required though.



Staff name: _____

Description of item: _____

Cost of item: _____

Benefit to students _____

Was this request brought to school administration? Yes _____ No _____