

Classroom Purchasing Request

(Classroom Reps only please)

Classroom:

Reason for Purchase:

Purchase Amount Estimated:

Name of Rep Purchasing:

Teacher Signature & Date (verification): _____

Please have this form signed by your teacher before making purchases. This needs to be with your receipts when being reimbursed from your classroom budget. Angela Rosebrook (in the school office) will help you with this. Please check on your budget regularly and reimburse yourself regularly. Make sure you have communicated with your teacher on all events in your classroom that you may need to make purchases for. Please do not wait until the end of the school year. Thanks!