

BCE PTO – ITEM REQUEST FORM (2006-07)

(For BCE PTO Approval)

Dept./Grade/Staff _____

Support Material – please attach if necessary
(please list items attached)

Description of Item Requested:
Initial Cost Estimate:
Installation/Upkeep Costs:
Upkeep Requirements: (ongoing costs/maintenance/ personnel/volunteers, etc.)
District Guidelines and Requirements if any: (approval/maintenance /insurance, etc.)
Reason for Wanting: <hr/> 1. Who it benefits - <hr/> 2. Age Range - <hr/> 3. How many children will it accommodate – <hr/> 4. Any other information – <hr/>

Submitted by: _____

Date: _____

For BCE PTO use only.

Date discussed: _____

Motion: Passed Denied Requires more info