

# HOLLIS BROOKLINE MIDDLE SCHOOL PTSA

## Staff Request Form

Applicant: \_\_\_\_\_

Amount Requested: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Email address or phone (preferred method of contact if there are questions): \_\_\_\_\_

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Description of request including the number of students who will benefit and the impact to the middle school educational program, both immediate and ongoing:

Was this request ever submitted as a proposed budget item in the past or will it be for next year? If so, please describe the outcome.

Please provide an order form or detailed information for your request, as appropriate. Include description of items, vendor name, and/or total projected cost including shipping. (Submittal of two or more vendor options is helpful.) Requests will be voted on at the next PTSA general meeting.

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Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Comments: \_\_\_\_\_

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PTSA Approval/Disapproval: \_\_\_\_\_ Date: \_\_\_\_\_