

Winthrop FRIES Teacher/Staff Funds Request Form 2022-2023

Staff Name: _____

Date: _____

Staff Email: _____

Grade Level/Dept: _____ Room#: _____

Select One: **To Be Reimbursed Later** **To Be Purchased by Winthrop FRIES**

Item(s) or Services Requested: _____

Cost Per Item/Event:	\$	Item Name:	
Quantity Requested:	#	Catalogue/Store Name:	
Shipping/Handling/Taxes:	\$	Vendor Name:	
*TOTAL COST:	\$	Website:	

Please answer the following questions

Explain the educational benefit of this item/service:	
Who will use this item/service (your class, entire grade, multiple grades, entire school?)	
What is the lifespan of this item?	
Date the funds are needed by:	
Other comments or details:	

Attach description, item number and picture where available. Please take time to shop for best price/quality.

I have shopped for the best price on this item and have checked with my school principal to determine if school funds are available for this item/service. By signing below, you agree with the above conditions.

Teacher's Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

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Please return this form to the Winthrop FRIES inbox in the teacher's supply/copy room one week prior to the meeting. Shortly after the meeting, you will be notified of the status of your request and next steps.

Meeting Dates: Wednesday, November 9, 2022
 Wednesday, December 14, 2022
 Wednesday, January 11, 2023
 Wednesday, February 8, 2023
 Wednesday, March 8, 2023
 Wednesday, April 12, 2023
 Wednesday May 10, 2023

Forms due: Wednesday, November 2, 2022
 Wednesday, December 7, 2022
 Wednesday, January 4, 2023
 Wednesday, February 1, 2023
 Wednesday, March 1, 2023
 Wednesday, April 5, 2023
 Wednesday, May 3, 2023

*If the amount being requested is \$500 or greater, please plan to attend the FRIES meeting (funding requests are addressed at the beginning of the agenda.)