



# Manning PTA Wish List Request Form

Please place completed form in PTA Treasurer Mailbox and email President

Today's Date: \_\_\_\_\_ Submitted by: \_\_\_\_\_

Department/Grade: \_\_\_\_\_ Email: \_\_\_\_\_

Purchase Cost: \_\_\_\_\_ Installation Cost: \_\_\_\_\_

## Item(s) Information

**Brief Description:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Educational Purpose:** \_\_\_\_\_

\_\_\_\_\_

**Additional Information:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Requestor Signature

\_\_\_\_\_  
Signature of Department Chair

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Signature of Board Member

\_\_\_\_\_  
Date Received by PTA President

\_\_\_\_\_  
Date Received by PTA Treasurer

Approved at Board Meeting/General Meeting

Date: \_\_\_\_\_

Treasurer: Check #: \_\_\_\_\_ Date of check: \_\_\_\_\_

Mail/office submitted date: \_\_\_\_\_