



Pueblo Elementary School Parent Teacher Organization

6320 N. 82nd Street
Scottsdale, Arizona 85250
Scottsdale Unified School District

PTO TEACHER WISH LIST REQUEST*

Date: _____ Amount Requested: _____

Name: _____ Phone/EMAIL: _____

Vendor Name/Address: _____

I request the following item(s) be considered for reimbursement by the Pueblo PTO
(include grade(s) that will benefit and/or school purpose):

Approvals:

Principal _____ Date _____ PTO Officer(s) _____ Date _____

≤ \$1000 _____
PTO Executive Board Meeting Date

>\$1,000 _____
PTO Membership Meeting Date

***Submit form with quotation for pre-approval. Original itemized invoice and receipt(s) required for reimbursement.. All forms can be submitted to Pueblo PTO Treasurer in school office or via email at treasurer@pueblopto.org**

Note: All Wish List requests must first be approved by Principal Kellen, and then forwarded to the PTO Treasurer for review/approval. Requests >\$200 require a vote by the PTO General Membership. All items purchased by the Pueblo PTO become the property of Pueblo Elementary School.

For Treasurer Use Only:

_____ Account _____ Check # _____ Entered