

## Indian Trails Equipment/Supply Request Form

Teacher Name: \_\_\_\_\_

School Name: \_\_\_\_\_

Department/Career Pathway: \_\_\_\_\_

Name of the company you intend to order: \_\_\_\_\_

Total cost of this request: \_\_\_\_\_

Briefly describe what equipment/supplies you want and how these items will be incorporated into your instruction. Describe what skills your students will gain by having the equipment/supplies.

You will need to attach three (3) quotes from different companies. Tell us which vendor you prefer to use and why you have chosen this company. If you cannot find three (3) companies that carry the items please explain that below. It is best to use a company that will accept a Purchase Order.

Your building principal must approve your request, sign the form and forward it to Indian Trails. All requests are considered, but limits on funding may result in your request being denied.

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

Indian Trails Action: \_\_\_\_\_