

EEP Order Request Form

Date: _____

Name: _____ Classroom: _____

Please complete 1-5 for the item you would like the office to buy for your classroom.

1. Item (include link)	2. Source/Store	3. Price (include shipping if possible)	4. What is this item for?	5. Is this Urgent?

Example answers for #4: free play, small groups (detail which group), circle, classroom supply, furniture, teacher supply, cleaning, etc

Submit your completed form using the "Submit Form" button at the top right.

After supervisor approval, the office will review order requests on Mondays and order all approved requests the following Wednesday.

If your request is not approved by your supervisor or by the office, we will let you know.

Office Use Only	
Received On: _____	
Supervisor Approved/Denied: _____	On: _____ Note: _____
Kenton Approved/Denied: _____	On: _____ Note: _____
Ordered On: _____	
Shipped To: _____	On: _____