

SACHEM S.E.P.T.A

ENRICHMENT REQUEST FORM

1. Please complete sections A, B and C.
2. Have the building Principal approve the request with a signature.
3. EMAIL to: Leecas15@aol.com, or send to the Special Education Office.

SECTION A EMAIL: _____ (print clearly)

Educator's Name: _____ School: _____

SECTION B Explain the educational value of your requested items

SECTION C Supplies or teaching aids requested

DESCRIPTION	MODEL #	SUPPLIER	QTY	UNIT PRICE	TOTAL

Class # _____ # of Students _____ Shipping Amount \$ _____

Total Request \$ _____

SECTION D Approvals & Signatures

Building Principal

SEPTA Enrichment Chair

SEPTA Membership #

FOR SEPTA USE ONLY

ENRICHMENT #	DATE	CHECK #	DATE PAID	AMOUNT PAID
	2016-2017			