

# Sachem SEPTA

## Enrichment Request Form



1. Please complete sections A, B and C
2. Have your building principal approve the request and send it to OSS or email it to: sachemsepta@gmail.com

### **SECTION A: Contact information:**

Email: \_\_\_\_\_ (please print clearly)

Educators Name \_\_\_\_\_ SEPTA Membership # \_\_\_\_\_

School: \_\_\_\_\_ Grade \_\_\_\_\_ # of students \_\_\_\_\_

### **SECTION B: Explain the educational value of the requested items.**


### **SECTION C: Supplies or teaching aids requested**

Description	Model #	Supplier	Quantity	Unit Price	Total

Plus Shipping \_\_\_\_\_

Total request must equal \$75.00 or less \_\_\_\_\_

### SECTION D: Approvals:

\_\_\_\_\_  
Building Principal

\_\_\_\_\_  
Special Ed. Office

\_\_\_\_\_  
Enrichment Committee

### FOR SEPTA USE ONLY

Invoice #	Invoice Date	Check #	Date Paid	Amount Paid