SACHEM SEPTA

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, sachemsepta@gmail.com or Inter-office to OSS – Attn: SEPTA Enrichment.

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
	2017-2018			