

PTO REQUEST FOR COPIES

Mr. Harlan,

Please read over the attached document, initial it if approved for distribution, and give it to Kathleen Fanning for copying. Thank you.

Name _____ Today's Date _____

Committee _____ Date Needed _____

Number of copies (circle one):

One per family One per student One for each staff member

Other _____

Please allow 3 days for copying. Copied materials will be placed in the PTO room. Each committee will be responsible for distributing their materials to the teachers' mailboxes. Class counts will be posted in the PTO room. ALL COPYING FOR PTO WILL BE DONE ON GOLDENROD COLORED PAPER.