



Murdock Elementary School Foundation, Inc.

**Teacher Priority List Request Form**

(Please print)

Please print or type the following information:

Date: \_\_\_\_\_

Sponsoring Staff Member or Group: \_\_\_\_\_

Request: \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Quantity Needed (if applicable): \_\_\_\_\_

Unit Cost (if applicable): \_\_\_\_\_

Total Cost: \_\_\_\_\_

Preferred Vendor: \_\_\_\_\_

Purpose: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Students Benefited: \_\_\_\_\_

Additional Comments/Justification: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach manufacturer specifications and/or any other supplementary information.