

# St Rita's Parent Network (SPN) Request Form

Name of person making this request (parent/career/teacher): ..... Date .....				
Is School Leadership team aware of request?				
Is the request for the whole school, year level or individual class or specialty class (please tick below)?				
<i>Individual Class</i> <input type="checkbox"/>	<i>Year Level</i> <input type="checkbox"/>	<i>Whole School</i> <input type="checkbox"/>	<i>Specialty Class</i> <input type="checkbox"/>	<i>Other</i> <input type="checkbox"/>
Reason for Request:				
Information of Item/Event required				
Description of Item or Event:				
Company/Supplier Name & Contact details (name/address/phone & email):				
Cost: \$ ..... (incl or exc gst)      Quantity: ..... <i>Please note if price is over \$5,000 additional quotes will be needed (3 quotes in total)</i>				
Information required by school / SPN				

Complete the above request form and attach any quotes or additional paperwork to support your request and email it to the SPN to add to next agenda - [pvictoriapointpandf@bne.catholic.edu.au](mailto:pvictoriapointpandf@bne.catholic.edu.au)

Please note that your request will be discussed at the next SPN meeting between parent/career representative and the school leadership team and the outcome will be emailed to you shortly afterwards. If your request is successful then it will be placed on the SPN priority list and purchased when funds become available throughout the school year or placed on the list for the next years funding. If unsuccessful we will email with reason.

**SPN USE ONLY**

Date Received ..... Discussed at SPN meeting of .....

<input type="checkbox"/> Approved for SPN funds to purchase & added to Priority List	<input type="checkbox"/> More information required / further discussion	<input type="checkbox"/> School agreed to purchase	<input type="checkbox"/> Not approved (reason) .....
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Placed on SPN Priority list .....

Approval to purchase by School Leadership Member .....

Date given to School Office to purchase .....