



HSA

HAMPTON SCHOOL ASSOCIATION

Wish List Procedures and Request Form

The Hampton School Association (HSA) will accept requests for funding of school and education-related items, for which there is no allocation in the regular school budget. Wish List requests must be completed by the requesting Teacher(s) and approved by the Chief School Administrator, prior to submission to the HSA. Requesting Teachers are responsible to research optimum pricing, quality, availability, etc, prior to submitting their request.

Each request must be submitted in duplicate: one copy for secretary records and one for the treasurer. Photocopy of the completed and signed form is acceptable.

Wish List requests will be reviewed and voted on at the next regular meeting of the HSA. Meetings are held on the first Monday of each month, while school is in session.

Questions may be directed to any HSA Officer.

HSA

WISH LIST REQUEST FORM

Date requested:

Check Needed by:

Teacher(s) requesting:

Item requested (Please be as specific as possible as to size, item #, and price comparisons/estimates):

How would this benefit/enhance our student's education?:

Please indicate how expense should be processed (check one):

- Pay vendor directly – make check payable to: _____
- Reimburse Teacher
- Item will be ordered through BA – reimburse Hampton School

Administration Approval:

Date:

HSA Decision:

Date:

Amount:

Comments:

Please be sure 2 copies are submitted of each request.
A photocopy of the signed form is acceptable.
Thank you.