



**2025 - 2026  
PTO Purchase Process**

**PTO Classroom Grade Level/Staff Purchase Requests**

Each grade level and special has been allocated a PTO budget. Requests against these budget line items must be submitted by the TEAM LEAD and will be approved by LWE Administration and the LWE PTO Board.

Team Leads will receive a budget spreadsheet to track their purchase requests against their overall budget.

Remember that LWE PTO is tax exempt and no taxes can be reimbursed.

All purchase requests must be made through this form:

<https://forms.gle/EkCmjpeziYooVEgT7>

This form allows **TEAM LEADS** to request a purchase be made via LWE PTO debit card or a check to be paid to a vendor. Teachers should NOT be making purchases with their own personal accounts and seeking reimbursements as all purchases need to be approved by LWE Administration and the LWE PTO.

[On the rare occasion a purchase had to be made by a personal account a teacher can request reimbursement via the same form above, if reimbursement is approved]

**\*\*PLEASE REMEMBER PURCHASE APPROVALS AND ORDERING CAN TAKE MULTIPLE WEEKS - PLAN PURCHASE REQUESTS ACCORDINGLY\*\***

If you want to order from Amazon, please complete a Wishlist on [Amazon.com](https://www.amazon.com) and share it with [lweptotreasurer@gmail.com](mailto:lweptotreasurer@gmail.com) in addition to including the link on the Purchase Request form

Purchase requests are processed twice a month. For any emergency needs please text the PTO Treasurer directly.



### **PTO Board/Committee Members Request**

All PTO Board Member + Committee Member purchase requests and reimbursement requests must be submitted via this google form:

<https://forms.gle/EkCmjpeziYooVEgT7>

Remember that LWE PTO is tax exempt and no taxes can be reimbursed.

Requests can be for purchases to be made with the PTO debit card, a check to be paid to a vendor, or to receive reimbursement from a purchase with a personal account.

Please follow all instructions and include links to Purchase Orders, Amazon wishlists, or any pay links needed to process payment.

Purchase and reimbursement requests are processed twice a month. For any emergency needs please text the PTO Treasurer directly.