

Sugartown PTO Copy Request Form

Name: _____

Phone: _____

Committee: _____

Date needed: _____

PRINTING FLYERS: Please submit items to school office 72 business hours prior to the date needed.

Please note that all flyers and materials must be approved by the PTO President or VP and the Principal before copies can be made.

(Please remember to use 1 copy per family. Ask for Main Office for # of copies).

Flyer Request	Fill in/ Check
# of copies	
Single or Double Sided	
Use blue paper or indicate color.	
Approved by PTO President or VP	
Approved by Principal	
# of Spanish (If a translated copy is attached.)	
Special Instructions:	

Please submit with original.

DISTRIBUTION: You must count and place copies in teacher mailboxes for classroom distribution.

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