

Hi teachers!

I've created a Teachers Pay Teachers account for our school to make it easier for the school to purchase resources for you to use in your classrooms. You will be able to send requests for resources to me for review. I am very excited about this opportunity.

First, you will need to join our school using the link below. If you already have a TpT account, you can use that to join.

<https://www.teacherspayteachers.com/School/Teacher-Welcome/v2/f1df3ed3-1f7a-4035-a9b3-1dc4154f7c8a>

Next, you will see a "**Send Request**" button on any resource page which will send your request directly to me. (You may still use the "Add to Cart" button for items you wish to pay for on your own.)

A few important notes:

- I'll be reviewing your requests as they come through my email (same as Amazon). Each teacher will be given a PO# for TpT Schools and I will approve and assign that PO# for each teacher's request as they come through.
- You will be notified via email once your request has been approved and you can then sign into your TpT account and download, etc. the classroom resources you requested.
- You no longer will be purchasing with a district credit card, therefore, you no longer have to provide copies of your receipts to me. Every purchase will be done by sending me a request and I approving it with a PO.

Here is a link to a [handout](#) that explains how the account works and how to request resources.

Join now using the link above so that you can view and request resources to be paid for by the school.

Thank you. I hope this makes it a smoother transition for next school year. If you have any questions, please let me know!

Terri Krych-District Office-Purchasing
Ext. 1907