

Supply Request Form

DATE: _____

NAME: _____

QUANTITY	UNIT	ITEM	QUANTITY	UNIT	ITEM
		PENS AND PENCILS			BATTERIES
	EACH	BLACK PENS		EACH	AA
	EACH	BLUE PENS		EACH	AAA
	EACH	GREEN PENS		EACH	C
	EACH	RED PENS		EACH	9-VOLT
	DOZEN	PENCILS			
	DOZEN	COLORED PENCILS			
		SHARPIE PENS		BOX	FILE FOLDER ITEMS
	EACH	BLACK		SHEET	LETTER SIZE FILE FOLDERS
	EACH	RED		BOX/25	FILE FOLDER LABELS
	SET	OVERHEAD VISA MARKERS			HANGING FILE FOLDERS(LETTER)
	SET	SHARPIE FLIP CHART		EACH	LEGAL PAD 8 1/2 x 11
	SET	HIGHLIGHTERS			INDEX CARDS
	EACH	YELLOW HIGHLIGHTERS		PACK	3 X 5 INDEX CARDS RULED
		WHITE BOARD		PACK	4 X 6 INDEX CARDS RULED
	EACH	BLACK MARKER		PACK	5 X 8 BLANK CARDS
	EACH	BLUE MARKER			
	EACH	GREEN MARKER			
	EACH	RED MARKER		EACH	GLUE STICKS
	EACH	WHITE BOARD CLEANER		BOTTLE	LIQUID GLUE
	EACH	WHITE BOARD ERASER		REFILL	GALLON GLUE REFILLS
		TAPE			
	EACH	TAPE DISPENSER		Manual	PENCIL SHARPENER --manual only
	EACH	SCOTCH TAPE			STAPLER ITEMS
	EACH	LARGE MASKING TAPE		EACH	STAPLER
	EACH	SMALL MASKING TAPE		EACH	STAPLE REMOVER
				BOX	STAPLES
		PAPER CLIPS		EACH	POST IT NOTES
	BOX	JUMBO PAPER CLIPS		EACH	REINFORCEMENT LABELS
	BOX	SMALL PAPER CLIPS		EACH	CLIP BOARD
				BAG	RUBBER BANDS
	BOX	SMALL BINDER CLIPS		BOX	PUSH-PINS
	BOX	MEDIUM BINDER CLIPS		EACH	RULERS
				EACH	SCISSORS
	EA/BOX	SHEET PROTECTORS		EACH	3-WHOLE PUNCH
					Used file folders in A workroom
in workroom	BOX	TRANSPARENCIES			3 RING BINERS, BORDETTE AND
					ARE AVAILABLE in A Workroom Cabinets
	BOTTLE	WHITE OUT			Construction Paper is across from the mailboxes

AT LEAST THREE DAYS NOTICE IS NEEDED FOR ALL SUPPLY REQUEST!