



EAST MISSOURI ACTION AGENCY, Inc.
Head Start
OFFICE SUPPLY REQUEST INVENTORY

Site: _____ Date: _____

Write down the number of each item needed. Requests need to be sent in to Hadlee. Items will be delivered as sites are visited by the Area Coordinators or Maintenance.

Envelopes

___ Big Manila, ea. ___ Long, White (bx) ___ Small, white (bx)

Ink Pens and Pencils (Boxes)

___ Black-box ___ Blue-box ___ Green-box ___ Red-box
___ Black-ea ___ Blue-ea ___ Green-ea ___ Red-ea
___ Pencils ___ Highlighters

Paper Clips (boxes)

___ Small ___ Large Ideal Clamps ___ small ___ large

Permanent Markers (Boxes)

___ Black-box ___ Red-box ___ Blue-box
___ Black-ea ___ Red-ea ___ Blue-ea

Post-It Note Pads *(if for classroom, order them on Education Supply Request)*

___ 1x2 ___ 3x3 ___ 3x5

Miscellaneous:

___ Masking Tape, roll ___ Push Pins, box ___ Staples, box
___ Scotch Tape, roll ___ Rubber Bands, box ___ Stamps
___ Box of Copy Paper

Other

Order Filled: _____ **Initialed:** _____