

**OFFICE SUPPLY REQUEST**

Site: \_\_\_\_\_ Date: \_\_\_\_\_

*Write down the number of each item needed. Requests need to be mailed or faxed to Courtney. Items will be delivered as sites are visited by Area Coordinators and/or Walt.*

**Envelopes**

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

**Ink Pens and Pencils**

\_\_\_ Black, box              \_\_\_ Blue, box              \_\_\_ Green, box              \_\_\_ Red, bx  
\_\_\_ Black, ea              \_\_\_ Blue, ea              \_\_\_ Green, ea              \_\_\_ Red, ea  
\_\_\_ Pencils              \_\_\_ Highlighters

**Paper Clips (boxes)**

\_\_\_ Small \_\_\_ Large                      Ideal Clamps \_\_\_ small \_\_\_ large

**Permanent Markers**

\_\_\_ Black, box              \_\_\_ Red, box              \_\_\_ Blue, box  
\_\_\_ Black, ea              \_\_\_ Red, ea              \_\_\_ Blue, ea

**Post-It Note Pads** *(If for classroom, order them on the 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: \_\_\_/\_\_\_/\_\_\_ Initial: \_\_\_\_\_