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: __________