

**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: \_\_\_\_\_