

OFFICE SUPPLY REQUEST

Site: _____ Requested By: _____ Date: _____

Write down the number of each item needed. Requests need to be mailed to Kristy King (Adm. Secretary). Items will be delivered as sites are visited by Walt Blackwell or Area Coordinators.

Envelopes

___ Brown, 10x13, ea. ___ Long, White (50bx) ___ Small, white (100bx)

Ink Pens and Pencils *(Please indicate whether you would like a box of pens/pencils or a certain number of them, ex. 4 pens)*

___ Black Ink ___ Red Ink ___ Blue Ink
___ Green Ink ___ Pencils

Paper Clips

___ Small ___ Large ___ Ideal Clamps

Permanent Markers *(Please indicate whether you would like a box of markers or a certain number of them, ex. 4 markers)*

___ Black Ink ___ Red Ink ___ Blue Ink

Post-It Note Pads *(If for classroom please order them on the Education Supply Request)*

___ 1x2 ___ 3x3 ___ 3x5

Ink Cartridges: *(Classroom computer cartridges need to be ordered through the Education Supply Request) (Example: HP deskjet 3420; cart. Hb13457a)*

Printer Model & Number _____

Cartridge Number _____

Fax Machine Model & Number _____

Cartridge Number _____

Copy Machine Cartridge _____ (check)

___ Brother DCP 8040 (Copy Machine Cart.) ___ HP LaserJet 1320 (Printer Ink Cart.)

Miscellaneous:

___ Masking Tape, roll ___ Push Pins, box ___ Staples, box
___ Scotch Tape, roll ___ Rubber Bands, box ___ Stamps (check)
___ Copy paper, ream

Other

Received by: _____ Date: _____