

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: _____