

Supply Request Form

Ordered by: _____

Grade: _____

Room #: _____

Paper Products

Qty Order Filled

	Qty	Order	Filled
Chart Tablet - Spiral Bound/Blank (ea.)			
Chart Tablet - Spiral Bound/Lined (ea.)			
Construction Paper - 12 x 18 (pkg of 50)			
Black			
Blue			
Brown			
Green			
Orange			
Pink			
Purple			
Red			
White			
Yellow			
Construction Paper - 9 1/2 x 11 (pkg of 50)			
Black			
Blue			
Brown			
Green			
Orange			
Pink			
Purple			
Red			
White			
Yellow			
Index Cards - 3x5 Blank (pkg of 100) **			
Index Cards - 3x5 Ruled (pkg of 100) **			
Legal Pads - 8 1/2 x 11 (ea.)			
Paper - Graph (pkg of 50) **			
Paper - Notebook - College (pkg of 100) **			
Paper - Notebook - Wide (pkg of 100) **			
Post-it Notes - Medium size (ea.)			
Scratch Paper - 1/2 sheet/recycled paper			
Scratch Paper - 1/4 sheet/recycled paper			
Scratch Paper - Whole sheet/recycled paper			
Sentence Strips - Multi Colored (pkg of 100)			
Sheet Protectors (ea.)			
Spiral Notebook - College ruled (ea.) **			
Spiral Notebook - Wide ruled (ea.) **			

Fasteners & Adhesives

Qty Order Filled

	Qty	Order	Filled
Binder clips - Large (ea.)			
Binder clips - Medium (box of 12)			
Binder clips - Small (box of 12)			
Brad Fasteners (box of 100)			
Glue Bottles (ea.) **			
Glue Sticks (ea.) **			
Paperclips - Large (box of 100)			
Paperclips - Small (box of 100)			
Push Pins (box of 100)			
Rubber bands (handful)			
Staples (box of 5000)			
Tape Refill (ea.)			

Writing Instruments

Qty Order Filled

	Qty	Order	Filled
Crayons **			
Erasers - block (ea.) **			
Erasers - cap (ea.) **			
Highlighter - Yellow ONLY (ea.) *			
Marker - Black Sharpie - fine tip (ea.)			
Marker - Black Sharpie - wide tip (ea.)			
Markers - Crayola - fine tip (pk of 8) *			
Markers - Crayola - wide tip (pk of 8) *			
Overhead Film - Write-on (ea.)			
Overhead Marker - Black (ea.)			
Pen - black (ea.) *			
Pen - blue (ea.) *			
Pen - red (ea.) *			
Pencils (pkg of 12) **			
Pencils - Colored (pk of 8) *			
White Out (ea.)			
Whiteboard Cleaner (ea.)			
Whiteboard Eraser (ea.)			
Whiteboard Marker - Black (ea.) *			
Whiteboard Marker - Blue (ea.) *			
Whiteboard Marker - Green (ea.) *			
Whiteboard Marker - Red (ea.) *			

Envelopes/Folders/Files

Qty Order Filled

	Qty	Order	Filled
Envelopes - Brown - 9x12 Size (ea.)			
Envelopes - Brown - Report Card Size (ea.)			
Envelopes - Business (ea.)			
Folder - 2 Pocket (ea.) **			
Folder - 2 Pocket w/3-Ring Fasteners (ea.) **			
Folder - Hanging (ea.)			
Folder - Manila (ea.)			

Miscellaneous

Qty Order Filled

	Qty	Order	Filled
Hole punch - 1 hole (ea.)			
Hole punch - 2 holes (ea.)			
Hole punch - 3 holes (ea.)			
Pencil Sharpener - electric (ea.)			
Scissors - Regular (ea.)			
Scissors - Small (ea.) **			
Staple Remover (ea.)			
Staple Remover - straight (ea.)			
Stapler (ea.)			
Tape Dispenser (ea.)			

Other

	Qty	Order	Filled

** NOTE: Copy/printer paper can be picked up in the Print Shop as needed. Please do not request on this form.

** = Request donations from parents first

* = For teacher use only. If for student use - should be donated by parents

() = Quantity - order in quantities indicated

_____ Master Teacher Approval	_____ Date
Print Shop: _____	
Date Filled: _____	