SUPPLY REQUEST FORM

For supplies, please fill out the form and place in the box on **SUPPLY ROOM** door.

All orders submitted to the Main Office by 8:30am will be available for pick-up, placed in your mailbox or delivered to your classroom the next work day.

Date:_____

Teacher:_____

Room:_____

ITEM	QUANTITY	NOTES
Ballpoint Pens *(black)*		
Ballpoint Pens *(blue)*		
Ballpoint Pens *(green)*		
Ballpoint Pens *(red)*		
Chalk		
Chalkboard Eraser		
Correction Fluid		
Dry Eraser		
Highlighters		
Index Cards *(3x5)*		
Index Cards *(4x6)*		
Index Cards *(5x7)*		
Kleenex		
Manila Folders *(legal)*		
Manila Folders *(letter)*		
Masking Tape		
Paper clips *(large)*		
Paper Clips *(small)*		
Pencils		
Post-Its *(3x3)*		
Post-Its *(3x5)*		
Scotch Tape		
Staples		
Visual Pen		
White board marker *(black)*		
White board marker *(blue)*		
White board marker *(green)*		
White board marker *(red)*		
Other:		
Other:		
Other:		
Other:		
Other:		
Other:		