

Employee: _____ Department: _____ Date: _____

Supervisor Approval: _____ Business Manager Approval: _____

Account Code: _____

PLEASE NOTE: THE SUPPLY IS LIMITED. WHEN THE STOCK IS DEPLETED, A REQUISITION WILL NEED TO BE COMPLETED BY YOUR DEPARTMENT TO ORDER THOSE ITEMS.

| QTY | ITEM |
|-----|--|
| | Address Labels: 1x2 5/8" #5160 box of 100 sheets |
| | Address Labels: 1x4 " #5161 box of 100 sheets |
| | Baby Wipes |
| | Badge Cover |
| | Batteries D |
| | Binder Clips Small 3/4" |
| | Binder Clips Large 2" |
| | Binders 1" |
| | Binder 3" |
| | Bordette: (circle color) Black, Blue, Brown, Green, Orange, Pink, Purple, Red, White, Yellow |
| | Bristol Board (hvy art paper) Multi Color pack of 100 |
| | Chalk: Yellow _____ White _____ |
| | Chalk: Board Eraser |
| | Chalk: Drawing: Assort Colors (large box) |
| | Class Record Book |
| | Clip Board |
| | Colored Pencils: (box of 12) |
| | Liquid Mark, Prisma Color, Sargent |
| | Compass with Pencil |
| | Composition Books: 8x10" _____ 8.5x7" _____ |
| | Construction Paper: 100 sheet packs (circle color) |
| | Black, Blue, Lt Blue, Gray, Green, Manilla, Orange, Pink, Purple, Red, White, Yellow |
| | Correction Tape: Liquid _____ Dry Line _____ |
| | Crayons: Box of 16 _____ Box of 8 _____ |
| | Dividers: 5 tab clear _____ Monthly _____ Alpha _____ |
| | Dry Erase: White Board Eraser |
| | Dry Erase: Cleaner |
| | Duco Cement tube 10oz |
| | Easy Grader |
| | Envelopes: Coin |
| | Envelopes: Manilla 10x13 _____ 12x15 _____ 9x12 _____ box of 100 |
| | Envelopes: White Plain #10 _____ White Plain #6 _____ |
| | Eraser: Pink Pearl 12 count box _____ 24 count box _____ |
| | File Folders: 1/3 cut end tab only |
| | Glitter: 1oz blue _____ Gold _____ Green _____ Red _____ Silver _____ |
| | Glue bottles: 1oz _____ 4oz _____ 7.5 _____ Stick _____ Dabber _____ |
| | Gummed Reinforcements |
| | Hanging file folders: Standard size |
| | Highlighters Thin: (circle) Blue, Green, Orange, Pink, Yellow |
| | Highlighters Wide: (circle) Blue, Green, Orange, Pink, Yellow |
| | Hole Punch: single hole puncher |
| | Index Cards Blank: 3x5 _____ 4x6 _____ 5x8 _____ |
| | Index Cards Rule Lined: 3x5 _____ 4x6 _____ 5x8 _____ |
| | Labels: File Folder |
| | Legal Pads: 5x8 _____ 8.5x11 _____ 8.5x14 _____ |
| | Letter Opener |

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|---|
| Markers: Sharpie Black Ink |
| Markers: Permanent Blue ___ Black ___ Red ___ |
| Masking Tape: 1/2" ___ 2" ___ |
| Paint-Tempura: (circle color) 16oz bottle Black, Green, Red, White, Yellow |
| Paint: Water Color (8 colors w/brush) |
| Paint Brush: 12" art brush |
| Paper: White Copy Paper (circle one) Ream or Box |
| Paper: Color Copy (circle color) Ream: Blue, Buff, Cherry, Goldenrod, Grey, Orchid, Pink, Salmon, Yellow |
| Paper Bright Colors: (circle one) bottle rocket blue, canary yellow, orange |
| Paper: Composition, no holes packs |
| Paper: Composition, with holes packs |
| Paper: Ruled, News print |
| Paper: Writing Tablets |
| Paper Clip: Bulldog Magnetic clip |
| Paper Clip: Butterfly Small ___ Large ___ |
| Paper Clips: Mini ___ Standard ___ Jumbo ___ box |
| Paper Fasteners: 1/2" ___ 3/4" ___ 1" ___ 1 1/4" ___ |
| Pencils: Box of 12 Standard #2 ___ Beginner ___ |
| Pencil: Eraser caps box of 144 |
| Pencil: Grips |
| Pencil: Sharpener |
| Pens: Fine: Black ___ Blue ___ Red ___ |
| Pens: Medium: Black ___ Blue ___ Red ___ |
| Phone Message Book |
| Pipe Cleaners: Assorted Colors, 100 per pack |
| Pointer |
| Portfolio: Double Pocket w/fasteners |
| Portfolio: Report w/fasteners |
| Poster Board: single sheets Black ___ Blue ___ Brown ___ Green ___ Pink ___ Lt. Green ___ |
| Lt. Pink ___ Lt. Blue ___ Orange ___ Red ___ White ___ Ylw ___ |
| Post It Notes: |
| 1 3/8" x 1 7/8" Yellow ___ |
| 2 7/8" x 4 7/8" Multi ___ Blue ___ Yellow ___ |
| 3" x 5" Multi ___ Blue ___ Yellow ___ |
| 3 7/8" x 5 7/8" Lined Note Sheets ___ |
| Protractors: Metal ___ Plastic ___ |
| Push Pins: Clear ___ Multi ___ |
| Rings: Hold Loose Leaf paper 2" |
| Rubber Bands: Assorted size bag |
| Rubber Cement |
| Ruler: 12" Plastic ___ Wood ___ |
| Scissors: Child size, rounded tip |
| Stapler: Heavy duty ___ Standard ___ |
| Staples: Box of 5000 |
| Stenographer Tablet |
| Stickers: Stars Blue ___ Black ___ Gold ___ Red ___ Silver ___ |
| Stickers: Holiday ___ Season ___ |
| Stikki Clips |
| Tablets: (school) Ruled ___ 9x6 ___ |
| Tape: Standard Scotch Tape |
| Tape Dispenser: Hand held |
| Teacher Plan Book |
| Tissue Paper: White |
| Transparency Film |
| Vinyl Letters |
| Yard Stick |