

Supplies/Equipment Request Form

Date:		<p style="background-color: #ffffcc; padding: 5px;">This form is a fillable pdf. Please enter all information electronically so it's easier to read. Print the completed form, obtain administrator signature, and send to Leslie Croaker.</p>
School:		
Activity:		

Note: This form is only a *request* for supplies and equipment and is subject to approval by the Director of Athletics. List items in order of priority. Please ensure this request is completely accurately. Include all item specifics (manufacturer, model, size, color, and source if known). If you have received a quote, attach a copy.

Priority	Quantity/ Unit	Item Description	Brand/Model	Size	Color	Substitute ok?	Approx cost
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

Coach/Sponsor Signature

Date

Activity Coordinator/Principal Signature

Date