CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

CUSTODIAN SUPPLY ORDER FORM

MAINTENANCE & TRANSPORTATION DEPARTMENT



SUPPLY ORDER INFORMATION

- Toilet Paper
- Liquid Soap
- Cleaning Supplies
- Can Liners
- Mop & Floor Care
- Building Supplies

IMPORTANT REMINDERS

- ☑ Requests must be submitted by **Thursday at Noon**
- ☑ Deliveries occur **Monday or Tuesday**
- ☑ Orders are subject to inventory availability
- ☑ Administrator signature required upon delivery
- ☑ Maintenance Department verification required

ORDER INFORMATION

School/Location: _____ Date Submitted: _____

Requested By: _____ Administrator: _____

Delivery Week Of: _____

CUSTODIAL SUPPLIES REQUEST

	Item	Quantity Requested	Quantity Delivered
1	Toilet Paper (Case)		
2	Paper Towels (Case)		
3	Liquid Soap (Case)		
4	BioTransport 1 Consumo Eco-Lyzar (Each)		
5	Clean by Peroxy 15 (Each)		
6	NABC Concentrate 1 (Each)		
7	X-Effect Disinfectant Cleaner - 2L (Each)		
8	Cleaning Rags (Bag)		
9	33 x 39 Can Liner (Case)		
10	38 x 58 Can Liner (Case)		
11	Toilet Bowl Brush (Each)		
12	Broom (Each)		
13	Cotton Mop Head (Each)		
14	Rayon Blend Mop Head (Each)		
15	Scraper Handle (Each)		
16	Scraper Blades (Pkg)		
17	Wooden Mop Handle (Each)		

SPECIAL REQUESTS / NOTES

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DELIVERY VERIFICATION

CUSTODIAN VERIFICATION

Signature: _____

Date: _____

ADMINISTRATOR VERIFICATION

Signature: _____

Date: _____

MAINTENANCE DEPARTMENT VERIFICATION

Signature: _____

Date: _____

★ SAFETY | ACCOUNTABILITY | INTEGRITY | SERVICE | EXCELLENCE ★

Every Student. Every Need. Every Day.

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ADDITIONAL SUPPLIES

	Item	Quantity Requested	Quantity Delivered
18	Plastic Mop Handle (Each)		
19	Soap Dispenser (Each)		
20	Tissue Dispenser (Each)		
21	Towel Dispenser (Each)		
22	Latex Gloves (Box)		
23	Rubber Gloves (Pair)		
24	Dust Mop Head (Each)		
25	Urinal Deodorizer Screen (Box)		
26	Window Cleaner Solution (16 oz)		
27	Mop Bucket w/ringer (Each)		
28	Vomit Absorbent (Each)		
29	Face Masks (Box of 50)		
30	Sanitizing Wipes (Case)		
31	Hand Sanitizer (Case)		
32	Ceiling Tile (Each)		
33	Light Bulbs (Each)		

SPECIAL REQUESTS / NOTES

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