

Office Supply Request Form

*****Please allow 48 hours from the time your request is received*****

Name: _____

Date Requested: _____

~PLEASE NOTE QUANTITIES AND REQUEST ACCORDINGLY~

| <i>Item</i> | <i>Quantity</i> |
|--|-----------------|
| #2 Pencils (box of 12) | |
| 3 Ring Binder 1", 2", 3" (each) | |
| 3x5; 4x6; & 5x8 Index Cards Ruled (pack of 100) | |
| Note Pad – Legal & Letter Size Ruled (each) | |
| Battery (Specify size & qty) | |
| Binder Clips – small, medium, large (each) | |
| Pens - Black, Blue, & Red Medium Point (box of 12) | |
| Blue Hall Pass (pack of 100) | |
| Calculator (each) | |
| Clipboard (each) | |
| Clock (each) | |
| Colored Pencils (box of 12) | |
| Composition Notebooks (each) | |
| Crayola Markers (box of 8) | |
| Dry Erase Markers (box of 4 multicolor) | |
| Envelopes – letter, clasp in assorted sizes (each) | |
| Erasers – whiteboard, standard (each) | |
| Glue – 1.25 oz, 4 oz, sticks (each) | |
| Hand Sanitizer (67 oz. each) | |
| Hanging Folders – Legal & Letter size (box of 25) | |
| Highlighters (pack of 4 multicolor) | |
| Hole Punch (each) | |
| Kraft Envelopes 9x12 (each) | |
| Labels (various sizes) | |
| Loose-Leaf Paper (pack of 100) | |
| Manila Folders (each or box of 100) | |
| Paper Clips (box of 100) – small or large (each) | |
| Pencil Sharpener – electric, handheld (each) | |
| Permanent Markers – Black, Red (each) | |
| Post It Easel Pad (each) | |
| Post It Notes – yellow, neon (3x3/30 sheet pads) | |
| Rubber Bands – Assorted sizes | |
| Ruler (each) | |
| Scissors (each) | |
| Tape – scotch, masking, packing (each) | |
| Sheet Protectors (pack of 50) | |
| Spiral Notebooks (each) | |
| Stapler – electric, standard (each) | |
| Stapler Remover (each) | |
| Staples (box) | |

[illegible]