

Supply Request Form

Name

First Name

Last Name

Subdivision

E-mail

(Must include e-mail for orders to be placed)

Pens

Highlighters

Paper- Regular Copy (8 1/2 x 11)

Stapler

Staples

Staple Remover

Paper Clips - Regular

Paper Clips - Jumbo

Binder Clips (Small)

Binder Clips (Medium)

Binder Clips (Large)

Kleenex/Facial Tissue

Calculator

Tape Dispenser

Tape

Paper Towels

Toilet Paper

Envelopes (9 x 12 Yellow)

Envelopes (10 x 15 Yellow)

Hanging Folders (Legal- 8.5 x 14)

Hanging Folders (Letter- 8.5 x 11)

Manila Folders (Legal- 8.5 x 14)

Manila Folders (Letter- 8.5 x 11)

Note Pads -(Letter- 8.5 x 11)

Note Pads -(Legal - 8.5 x 14)

Post It Notes 3 x 3

Post It Notes 3 x 5

Rubber Bands

Scissors

Binder 8.5 x 11

Legal Binder 8.5 x 14 (1 Inch)

High CAPACITY Staples

Additional Items Needed that are Not Listed