

Office Supplies Requisition Form 26-27

Supply Item	Units	Quantity Requested
BINDER ½" - Black or White	Each	
BINDER 1" - Black or White	Each	
BINDER 2" - Black or White	Each	
BINDER 3" - White	Each	
BINDER CLIPS - ¾" or 1" or 2"	12 / Box	
BINDER DIVIDERS - 5 Tab	Each	
BOOK RINGS - 1" or 1½" or 2"	10 / Box	
BUTTERFLY CLIPS	12 / Box	
CLIP BOARD	Each	
CONTACT PAPER - 75 foot roll	Each	
COPIER PAPER - White	Ream	
ENVELOPES - #6 or #10	500 / Box	
ERASERS - Pencil Top	Each	
EXPO ERASERS	Each	
EXPO MARKERS	4 / Box	
FOLDERS - Assorted Colors	Each	
HANGING FILE FOLDERS	25 / Box	
HIGHLIGHTER SET	6 / Pack	
INDEX CARDS - Multi-Color 3x5	100 / Pack	
INDEX CARDS - Multi-Color 5x8	100 / Pack	
INDEX CARDS – White 3x5	100 / Pack	
INDEX CARDS – White 5x8	100 / Pack	
INTEROFFICE ENVELOPES	Each	
LEGAL PAD - Small	Each	

Classroom:	Date Needed:
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Supply Item	Units	Quantity Requested
LIBRARY CARD POCKETS	Each	
MAGNET TAPE	Roll	
MANILA FOLDERS	100 / Box	
MASKING TAPE - Thin or Wide	Each	
PACKING TAPE - Clear	Roll	
PAPER CLIPS - Small or Large	100 / Box	
PAPER PUNCH - 3 Hole	Each	
PAPER PUNCH - Single	Each	
PEN - Black or Blue or Red	12 / Box	
PENCIL SHARPENER - Electric	Each	
PENCILS - #2 or Mechanical	12 / Box	
PERM. MARKER - Sharpie	Each	
POST-IT NOTES - Small or 3 x 3	Each	
PUSH PINS	100 / Pack	
RUBBERBANDS - Assorted	¼ lb. Bag	
RULERS	Each	
SCISSORS - 8" Adult	Each	
SHEET PROTECTORS	Each	
STAPLE REMOVER	Each	
STAPLER	Each	
STAPLES (5000/box)	Box	
TAPE - For Dispenser	Each	
TAPE DISPENSER	Each	
VELCRO - Dots or Strips	Box	
WHITE OUT - Tape	Each	

Program Manager Signature:	Date Approved:
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