

SUPPLY REQUEST FORM

Date: _____

STAFF MEMBER NAME: _____

ITEMS NEEDED:

QUANTITY

Fulfillment Date: _____

Office Personnel _____

Supplies available:

Pens – black/blue/red

Permanent Markers – black/blue/red

Highlighters – yellow/orange/blue/pink/green

Overhead Expo Markers

Expo Dry Erase Marker – black/blue/red

Envelopes (6x9, 7x9, 10x13, 12x15 1/2)

White board spray/cloth-eraser – please see maintenance

Staples

Paper Clips (large/small)

Scotch tape

Masking Tape/Packaging Tape

Post Its (small, medium, large)

Legal Pads

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