

Supply Requisition Form

| Item | Specifications | Maximum* |
|--------------------|------------------------------|---------------------------------|
| Basics | | |
| Pens | Black Blue Red | 10 |
| Highlighters | | 2 |
| Pencils | | 1 pack of 12 |
| White-Out | | 1 |
| Binder Clips | Small Large | 10 clips |
| Paper Clips | Small Jumbo | 1 box of 100 |
| Rubber Bands | | |
| Thumb Tacks | | 1 pack of 50 |
| Tape | Masking Scotch Packing | 1 roll |
| Staples | | 1 pack of 500 |
| Glue Stick | | 2 |
| Paper Goods | | |
| Memo Pads | | 5 |
| Post-Its | Small Medium Large | 2 packs |
| Index Cards | | 1 pack of 100 |
| Legal Pads | | 2 |
| Construction Paper | | 1 pack of 50 assorted colors |
| Poster Board | | 2 |
| Name Badge Labels | | 1 pack of 100 |
| Labels | | 7 sheets of 30 |
| Envelopes | | 200 |
| Folders | | 5 |
| Dividers | | 5 packs |
| Binders (1") | | 5 |
| Markers | | |
| Red Markers | | 2 |
| Orange Markers | | 2 |
| Green Markers | | 2 |
| Blue Markers | | 2 |
| Purple Markers | | 2 |
| Brown Markers | | 2 |
| Black Markers | | 2 |
| Large Items | | |
| Scissors | | 1 per year |
| Staple Remover | | 1 per year |
| Stapler | | 1 per year |

*Special supply orders can be accommodated given at least one week's notice.