

DATE

SUPPLY REQUEST

DEPARTMENT

DESCRIPTION	QTY		COLOR	FILLED
PENS/DEALERS 60/BOX		BOX		
PAPER CLIPS LARGE		BOX		
PAPER CLIPS SMALL		BOX		
STAPLES		BOX		
POST IT NOTES SMALL		PAD		
POST IT NOTES MEDIUM		PAD		
POST IT NOTES LARGE		PAD		
CORRECTION TAPE		2 PER CARD		
WHITE OUT		BOTTLE		
HIGHLIGHTERS		EACH	YELLOW PINK BLUE GREEN ORANGE	
SMALL BINDER CLIPS		12 PER BOX		
MEDIUM BINDER CLIPS		12 PER BOX		
LARGE BINDER CLIPS		12 PER BOX		
SCOTCH TAPE		EACH		
PERMANENT MARKERS		EACH		
SHARPIE		EACH		
SOLID/GREASE MARKERS		12 PER BOX	WHITE YELLOW RED ORANGE	
PAINT/LIQUID MARKERS		12 PER BOX	WHITE RED GREEN ORANGE	
MANILA FOLDERS 1/3 CUT		100 PER BOX		
MANILA FOLDERS 1/2 CUT		100 PER BOX		
COPY PAPER		BOX		
REGISTRATION LABELS				
NEW THERMAL (420 PRINTER)		CASE	WHITE BLUE GREEN YELLOW ORANGE	
OLD ZEBRA (403 PRINTER)		CASE	WHITE BLUE GREEN YELLOW ORANGE	
WO# LABELS		ROLL		
SATO		ROLL	WHITE BLUE GREEN YELLOW	
INK FOR ZEBRA PRINTER		BOX		
SATO INK		ROLL		

REQUESTED BY

PHONE EXTENSION

MANAGERS SIGNATURE