

**SUPPLY REQUEST FORM**Please email request to : [awilliam@nssk12.org](mailto:awilliam@nssk12.org)

Name: ROOM #:

**NOTE: Only supplies listed below are available through general supply. All other supplies should be purchased through your department head using a designated budget line. Students are responsible for their own supplies.**

<b>ITEM</b>	<b>UNIT</b>	<b>TOTAL</b>
White board marker - blue	each	
White Board Eraser	each	
Pens - black	each	
Pens - red	each	
Pencils	dozen	
Scotch Tape	roll	
Scotch Tape Dispenser	each	
Paper Clips - small	box	
Paper Clips - large	box	
Paper Clamps	box	
Hi-Liter - yellow	each	
Hi-Liter - Blue	each	
Hi-Liter - Pink	each	
Stapler	each	
Staples - standard	box	
Post-it-Notes 3"x3"	pad	
Marker - black	each	
Marker - red	each	
Marker - Sharpie - Black	each	
Composition Paper	ream	
Masking Tape	roll	
Index Cards 3"x 5"	package	
Index Cards 5"x 8"	package	
Scissors - 8"	each	
File Folders	each	
Kleenex	box	

Submitted to Maintenance Dept. on:

Date Order Filled:

*date filled*

