

Classroom Supply Request Form

Name: _____ Campus: _____ Date: _____

1. Submit to Supervisor for approval then send orders to Stella Salas at starango@pinalk12.org
2. Extra Supplies: For auditing purposes, please **clarify your requests** in the notes section.

Reminder: Please follow your school allotment amounts & order periods.

Paper Supplies

Construction Paper (50 pack)				2 pocket Folders w/ fastener			
12X18	QTY:	12X18	QTY:	Color:	QTY:	Color:	QTY:
BLACK		WHITE		BLACK		ORANGE	
9X12	QTY:	9X12	QTY:	DARK		RED	
BLACK		LILAC		BLUE		YELLOW	
BROWN		VIOLET		GREEN		PURPLE	
WHITE		PURPLE		ENVELOPES (PER PIECE)			
DARK BLUE		PINK		CLASP	QTY:	MAIL	QTY:
SKY BLUE		RED		6x9		LETTER	
BLUE		YELLOW		9x12		Legal	
GREEN		ORANGE		10x13		Manila Folders	
COLOR COPY PAPER (50 Sheets)				11x14		Size	QTY:
Standard:	QTY:	NEON:	QTY:	12x15		Standard	
CANARY		GREEN		FILLER Paper (PER PKG)			
GOLDENROD		PINK		WIDE - 125 Sheets			
Light YELLOW		Light BLUE		COLLEGE - 125 Sheets			
SALAMON		BLUE		GRAPH PAPER ¼ - PER SHEET			
RED		PURPLE		Spiral Bound Notebook			
PINK		ORANGE		COLLEGE - 1 SUBJECT			
Dark GREEN		RED		WIDE - 1 SUBJECT			
GREEN				Ruled Index Cards (100 pk)			
COPY PAPER BOX: OFFICES ONLY				3x5		4x6	
SITE:	MCOB	BUS BARN	VILLA	COPY PAPER: TEACHER REAMS			
QTY:				QTY:			

Office Supplies

BINDER Clips	QTY:
Large 12pk	
Medium 12pk	
Small 12pk	
PAPER Clips	QTY:
Jumbo 100 pk	
Small 100 pk	
Sticky Notes	QTY:
3x3 pad	
2 x 1 ½ pad	
	QTY:
TAPE REFILL 3/4"	
	QTY:
TAPE DISPENSER	
	QTY:
STAPLER	
	QTY:
Staple Remover	
	QTY:
Staples	
Scissors	QTY:
Student	
Teacher	
Plastic Rulers	QTY:
Student	
Glue	QTY:
Sticks	
Small - 1.25 oz	
Medium - 4 oz	
Screen Wipes	QTY:
24 pk	
	QTY:
126 Cannon	
Send empty toner <u>WITH</u> your request	

Writing Supplies

Pencils (box)	QTY:	Pens		Dry Erase Markers			
Standard #2		Color	QTY:	Teachers	QTY:	Teachers	QTY:
Beginner		Black		Black		Red	
Erasers	QTY:	Blue		Blue		Green	
Large Pink		Red		Student Dry Erase Markers			
Pencil top		Green		Black markers			
HIGHLIGHTERS				White Board Cleaning Solution			
Students	QTY:	Teachers	QTY:	8 oz Refill	(Send bottle)	Y/N	
PINK 12pk		PINK 12pk		Replacement Bottle	8oz	Y/N	
YELLOW 12pk		YELLOW 12pk		White Board Eraser			
Crayons (box)	QTY:						
24 pack							

Notes Section: _____

Warehouse:
Signed by:

Supervisor Approval: _____ Date: _____



Mary C. O'Brien
Accommodation District

