



**LHS SUPPLY CLOSET  
SUPPLY ORDER REQUEST FORM 2019-2020**

TEACHER: \_\_\_\_\_ DATE REQUESTED:     /     / 2019/2020

DEPT: \_\_\_\_\_ DEPT. HEAD SIGNATURE \_\_\_\_\_

**THE FOLLOWING SUPPLIES ARE AVAILABLE THROUGH THE SUPPLY CLOSET.**

QTY REQ.		CONSUMABLE SUPPLIES	QTY REC.
	EA	HALL PASS	
	EA	BINDER CLIP- SM MD LG	
	EA	PAPER CLIPS- SM MD LG JUMBO	
	BOX	DRY ERASE CHISEL MARKER 4 PACK- R/G/BL/B	
	EA	DRY ERASE MARKER- BLACK RED BLUE	
	EA	WHITE BOARD CLEANER	
	EA	PENCILS #2	
	EA	PENS- BLACK# RED# BLUE#	
	EA	SHARPIES- BLACK# BLUE#	
	EA	HIGHLIGHTERS- PINK# YELLOW#	
	EA	COMPOSITION BOOK	
	PKG	GRAPH PAPER# LINED PAPER#	
	PKG	INDEX CARD, RULED- 3x5 or 5x8	
	PKG	POST IT NOTES- SM MD LG LINED	
	EA	ENVELOPES, MANILA- 10x13 or 12x15	
	EA	ENVELOPES, PLAIN WHITE #10	
	EA	GLUE STICKS	
	BOX	STAPLES	
	EA	TAPE- SCOTCH BLUE MASKING	

