

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	
Analysis in the group of the control	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	er têl navega
Control Management (Control of Control of Co	EA	WHITE BOARD CLEANER	
A section of	EA	PENCILS #2	e-contraction of the contraction of
	EA	PENS- BLACK# RED# BLUE#	8 1 3 VV 1
	EA	SHARPIES- BLACK# BLUE#	18.2.18
	EA	HIGHLIGHTERS- PINK# YELLOW#	e obran
	EA	COMPOSITION BOOK	
	PKG	GRAPH PAPER# LINED PAPER#	BESTALL A
	PKG	INDEX CARD, RULED- 3x5 or 5x8	OTHER STATE
	PKG	POST IT NOTES- SM MD LG LINED	1773737
	EA	ENVELOPES, MANILA- 10x13 or 12x15	
	EA	ENVELOPES, PLAIN WHITE #10	10 130 JC
	EA	GLUE STICKS	
	BOX	STAPLES	
	EA	TAPE- SCOTCH BLUE MASKING	

		NON-CONSUMABLE SUPPLIES	
	EA	FILE FOLDER 1/3 LETTER MANILA	
	EA	HANGING FILE FOLDERS	
	EA	POCKET FOLDERS- RED or BLACK	
	BOX	STAPLERS	2. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2
	EA	TAPE DISPENSER	
	EA	BINDERS	
	EA	RULERS	
	X 31	CTA DI E DEI COVED	
•		Currently available in the Supply Closet. DELIVERY/PICKUP OPTIONS ORDER OUTSIDE OF RM 309(COPY CENTER) ANYTIM	ИE
I WIL	supplies NOT	Currently available in the Supply Closet. DELIVERY/PICKUP OPTIONS ORDER OUTSIDE OF RM 309(COPY CENTER) ANYTING MY ORDER TO RM#	
PLEASE *PLEASE *WE RES NOTIFIC *ORDER WITH T	Supplies NOT L PICK UP MY SE DELIVER N 3 MON/WEI E ALLOW 2 SO ERVE THE RIC CATION TO ST DELIVERY: I	Currently available in the Supply Closet. DELIVERY/PICKUP OPTIONS ORDER OUTSIDE OF RM 309(COPY CENTER) ANYTING MY ORDER TO RM# PERIOD 1 or 5 FRIENDLY REMINDERS CHOOL DAYS FOR ORDERS TO BE COMPLETED GHT TO EXTEND ORDER COMPLETION WITH PRIOR CAFF PERIOD 3-MON.&WED. PERIOD 1 TUES. & THURS. ON OF EARLY RELEASE DAYS.	
PLEASE *PLEASE *WE RES NOTIFIC *ORDER	Supplies NOT L PICK UP MY SE DELIVER N 3 MON/WEI E ALLOW 2 SO ERVE THE RIC CATION TO ST DELIVERY: I	CURRENTLY REMINDERS CHOOL DAYS FOR ORDER COMPLETED CHOOL DAYS FOR ORDER COMPLETED CHOOL DAYS FOR ORDER COMPLETED CHOOL STEEND ORDER COMPLETION WITH PRIOR CAFF CERIOD 3-MON.&WED. PERIOD 1 TUES. & THURS.	