

# CENTRAL SUPPLY REQUEST FORM

NAME \_\_\_\_\_

DATE \_\_\_\_\_

- ADHESIVE:
- White all-purpose - Gallon
- White all-purpose -- 4 oz.
- Putty → sticks or small squares
- Glue Stick
- Rubber Cement - 4 oz. or quart (**staff use only**)
- CARDS-INDEX 3 x 5 4 x 6 5 x 8 (circle choice)
- CHALK → White

- CLIPS:
- Stikki
- Ideal
- Paper Clips -- Large size or Small size
- Binder Clips -- Large or Medium

**CONSTRUCTION PAPER: 9 x 12**

- White
- Black
- Gray
- Spring Green (sage)
- Festive Green
- Brilliant Lime
- Red
- Yellow
- Orange
- Pink
- Shocking Pink
- Magneta
- Lilac
- Violet
- Turquoise
- Sky Blue
- Blue
- Brown -- Warm or Dark
- Tan
- Assorted

**CONSTRUCTION PAPER: 12 x 18**

- White
- Black
- Gray
- Festive Green Sprng Green Brilliant Lime Drk. Green
- Yellow
- Orange
- Red
- Magneta
- Turquoise
- Blue
- Brown
- Tan
- Pink

**ENVELOPES - Manila:**

- 6 x 9
- 9 x 12
- 10 x 13

- ERASERS
- EXPO dry erase → regular size or large size
- EXPO dry erase replacement pad for large size
- Blackboard eraser
- FASTENERS 1 ½" 1" ½" (circle choice)
- FILE FOLDERS
- HIGHLIGHTERS → assorted colors
- MARKERS:
- Permanent
- Black
- Blue
- Brown
- Green
- Purple
- Orange
- Red
- Yellow
- Dry Erase (fine tip) → black blue red
- Dry Erase (4-color pack) chisel tip
- PAPER:
- Legal Pad → 8 ½ x 11 or 8 ½ x 14
- Scratch Paper
- PENCIL SHARPENER
- PENCIL → RED
- PENCIL → #2 → box or individual
- PENS: (circle choice)
- Sharpies → Blue Black Red
- Roller Ball → Blue Black Red (until used up)
- Ballpoint → Blue → medium or fine
- Ballpoint → Black → medium or fine
- Ballpoint → Red → medium or fine
- POSTER BOARD (white 22" x 28")
- POST-IT-NOTES:
- 1 ½ x 2"
- 3 x 3"
- 3 x 5"
- PUSH PINS
- RUBBER BANDS → #16 or #32
- SCISSORS
- STAPLER
- STAPLES
- STAPLE REMOVER
- TAPE DISPENSER
- TAPE:
- Adding - 2 ¼"
- Masking
- Packing / Sealing
- Transparent
- THUMB TACKS
- CORRECTION FLUID or CORRECTION TAPE

