

ALBION SUPPLY REQUEST FORM

Name: _____

Date: _____

___ #10 Envelopes plain w/ window

___ Scotch tape dispenser

___ #10 Envelopes plain w/o window

___ Scotch tape for dispenser

___ Binder clips - size: _____

___ Scotch tape disposable

___ Clipboards

___ Stapler

___ Clasp envelopes - size: _____

___ Staples

___ Erasers - whiteboard

___ Tape - duct - color?

___ Folders - hanging

___ Tape - scotch

___ Folders - manila

___ Teacher planner book

___ Glue - Elmer's or sticks

___ Whiteboard Cleaner

___ Graph paper

Special Request Item:

___ Highlighters - color: _____

___ Index cards: 3 x 5 or 4 x 6, line or blank

___ Kleenex

___ Markers - permanent: black, red or blue

___ Markers - felt tip: black, red, blue or green

___ Markers - white board: black, red, blue, green or brown

___ Paper clips: large or small

Toner: (must turn in used toner cartridge)

___ Pencils: regular or mechanical

___ Toner - TN 550

___ Pens: black, red or blue

___ Toner - 49A

___ Pens - gel: black or blue

___ Toner - 05A

___ Post it notes - size: _____

___ Toner - 12A

___ Posterboard - color: _____

___ Toner - other specify: _____