

Name: _____	Room: _____	Date: _____
<u>Paper</u>	<u>Desk Needs</u>	<u>Adhesives</u>
Computer/Copy _____	Binder Clips _____	Glue Bottles _____
Multi-Colored Construction _____	Chalkboard Erasers _____	Glue Sticks _____
Oak Tag _____	Clipboards _____	Masking Tape _____
White Lined _____	Marble Notebooks _____	Packaging Tape _____
Yellow Lined _____	Notecards(Sm.,Lg.) _____	Post-Its _____
<u>Writing Utensils</u>	Paper Clamps _____	Scotch Tape _____
Chalk (White, Yellow) _____	Paper Clips (Sm.,Lg.) _____	Thumbtacks _____
Colored Pencils _____	Rubber Bands _____	<u>Storage/Folders</u>
Crayola Markers _____	Rubber Erasers _____	2 Pocket Folders _____
Crayons _____	Rulers _____	Binders(1", 3") _____
Dry Erase Markers _____	Staple Remover _____	Empty Boxes _____
Highlighters _____	Stapler _____	Hanging Folders _____
Pencils _____	Staples _____	Index Tabs _____
Pens (Red,Blue,Black) _____	Tape Dispenser _____	Manila File Folders _____
Sharpie Markers _____	Transparencies _____	Report Covers _____
Transparency Markers _____		
Supplies are limited and not all items on this list are always available. Request may be made via e-mail		
or on paper. Please put all paper requests in mailbox. Supplies should be to you within 48 hours if		
possible. Please plan ahead, and get your requests in early. Remember to consult your colleagues for extra		
materials before making a request. Thank You.		