



Instructional Supply Request

Teacher Name: _____ Room: _____ Date Submitted: _____

Item	Quantity	Notes (color, etc)	Item	Quantity	Notes (color, etc)
3 Hole Puncher			Paper, Construction		
Binder- 1, 2, or 3"			Paper, white 8x14 or 11x17		
Binder clips			Passes, White		
Binder rings			Pencils, golf		
Clipboard			Pencils, No. 2		
Comp. Book, Soft Cover			Pens, Felt Tip, Black or Blue		
Compass			Pens, Ink, Black, Blue, Red		
Envelopes, Manila clasp			Planning Book		
Envelopes, standard			Post-it, 1 X 2		
Eraser, pencil top			Post-it, 3 X 3		
Eraser, Whiteboard			Protractor		
Folders, File, Hanging			Push Pins, Bulletin Board		
Folders, File, Manila			Rubber Bands		
Folders, Pocket			Rulers		
Glue, Elmers or stick			Scissors, Student		
Highlighters			Scissors, Teacher		
Hornet Grams			Sharpener, Pencil		
Index Cards			Staple remover		
Kleenex			Stapler		
Markers, 8-Color Set			Staples		
Markers, Dry Erase			Tape dispenser		
Note Pad 4x6 or 8x11			Tape, Scotch		
Paper Clips, Large or small			White board, 8x11		
Paper, chart			Whiteboard Cleaner		
Paper, Graph			White-out		
Paper, Lined			OTHER		
Paper, Scrap (lined)			OTHER		
Paper, color 8 X 11			OTHER		