

WAREHOUSE SUPPLY REQUEST

2010-2011

MARY C. O'BRIEN ELEMENTARY SCHOOL

VILLA OASIS HIGH SCHOOL

NAME OF REQUESTOR:	DATE OF REQUEST:
SUPERVISOR SIGNATURE:	

ART SUPPLIES

LIQUID GLUE	GLUE STICK	STUDENT SCISSORS-POINT	*STUDENT SCISSORS-BLUNT
CRAYONS-8 CT	CRAYONS- 16 CT	CRAYONS- 24 CT	ADULT SCISSORS
* LARGE CRAYON 8CT	PLASTIC RULER	WOOD RULER	**WATER COLOR PAINT
*MODEL MAGIC CLAY-RED	*MODEL MAGIC CLAY-BLUE	*MODEL MAGIC CLAY-BLK	*MODEL MAGIC CLAY-YLW
**COLOR PENCIL 12CT	GLITTER CRAYONS 16CT	GLITTER RED	GLITTER SILVER
GLITTER BLUE	GLITTER GREEN	GLITTER GOLD	GLITTER PURPLE
GLITTER MIX	GLITTER BLACK		

WRITING INSTRUMENTS

* #2 PENCILS- BEG- EACH	#2 PENCILS- EACH	PENCIL TOP ERASER	PINK-LRG ERASER
MED TIP PEN-BLK	MED TIP PEN-BLUE	MED TIP PEN -GRN	MED TIP PEN-RED
HIGHLIGHTER- PINK	HIGHLIGHTER- YELLOW	HIGHLIGHTER- GREEN	BALL BEARING COMPASS
PERM MK FINE TIP-RED	PERM MK FINE TIP-BLUE	PERM MK FINE TIP-PRL	PERM MK FINE TIP -GRN
PERM MK CHL TIP-GRN	PERM MK CHL TIP-ORA	PERM MK CHL TIP-GRN	PERM MK CHL TIP-BRN
PERM MK CHL TIP-PRL	PERM MK CHL TIP-BLUE	PERM MK CHL TIP-YEL	

*** PERMANENT MARKERS ARE ONLY UNTIL SUPPLY LAST ***

WHITE BOARD ACCESSORIES

WET ERAS -FINE- BLK	WET ERAS -FINE- BLU	WET ERAS -FINE- GRN	WET ERAS -FINE- RED
DRY ERAS- FINE -BLK	DRY ERAS- FINE -BLU	DRY ERAS- FINE -GRN	DRY ERAS- FINE -RED
DRY ERAS-CHISEL-BLK	DRY ERAS-CHISEL-BLU	DRY ERAS-CHISEL-GRN	DRY ERAS-CHISEL-RED
DRY ERASE ERASER	9X12 REMARKABOARD	8 OZ. BOTTLE OF WHITE BOARD CLEANER	
MUST INCLUDE EMPTY BOTTLE FOR REFILL			

OFFICE SUPPLIES

DESKTOP STAPLER	BOX OF STAPLES	STAPLER REMOVER	RULED POST-IT 3" X 3"
TAPE-REFILL ROLL	TAPE DISPENSER	MASKING TAPE	POST-IT- 1" X 2"
BINDER CLIP-SM	BINDER CLIP-MED	BINDER CLIP-LRG	UNRULED POST-IT 3" X 3"
PAPER CLIP-SM	PAPER CLIP-LRG		

WRITING PAPER PRODUCTS

RULED INDEX CARD 4" X 6"	RULED INDEX CARD 3" X 5"	** DRAWING PAD 12X18	*SENTENCE STRIPS
UNRULED INDEX CARD 4"X6"	LINED PAPER-WIDE RULE	GRAPH PAPER 1/4"	*STORY PAD
LINED PAPER-COLLEGE	* NEWSPRINT 3/4" X 3/8"	SPIRAL NB 1 SUBJECT	**DRAWING PAD 9"X12"
* NEWSPRINT 1" X 1/2"	* NEWSPRINT 1/2" X 1/4"	SPIRAL NB 3 SUBJECT	**POSTER BOARD 22"X28"
*** POSTER BOARD AND DRAWING PAD ARE ORDER BY SHEETS ***			

* ORDER 9X12 CONSTRUCTION PAPER BY THE PACK OF 50 SHEETS

BLACK	BLUE	BROWN	GREEN
VIOLET	ORANGE	PINK	LILAC
RED	SKY BLUE	WHITE	YELLOW
BLUE W/ GILTTER	BLACK W/GILTTER	WHITE W/GILTTER	RED W/GILTTER

*ORDER 12X18 CONSTRUCTION PAPER BY THE PACK OF 50 SHEETS * WHILE SUPPLIES LAST

BLACK	BLUE	BROWN	GREEN
RED	ORANGE	PINK	PURPLE
SKY BLUE	WHITE	YELLOW	

COPY PAPER

WHITE COPY PAPER ORDER BY THE REAM- 2 REAMS PER ORDER FORM		
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ORDER COLORED COPY PAPER BY THE SHEET

BLUE	PINK	SKY BLUE	VERY PINK
CANARY	SOLAR YELLOW	RED	PINK ROSE
GREEN	PURPLE	NEON RED	TAN
ORCHID	TURQUOISE	LEVENDER	SALMON
PASTEL GREEN	COSMIC ORANGE	LIME GREEN	GOLDENROD

ENVELOPES (EACH)/ FILE FOLDERS/ 2 PKT. FASTENER FOLDER

ENVELOPES CLASP 6" X 9"	ENVELOPES CLASP 9" X 12"	ENVELOPES CLASP 10"X13"	MANILA FILE FOLDER
2 PKT FOLDER-BLACK	ENVELOPES LETTER	ENVELOPES LEGAL	
2 PKT FOLDER-LT. BLUE	2 PKT FOLDER- GRN	2 PKT FOLDER-YELLOW	

DATE RECEIVED:	FILLED BY:	DATE SENT TO CAMPUS:
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RECEIVED BY:

NOTE:

PLEASE SEND THE COMPLETE FORM TO SOPHIA @ B.A.T.T

* MCOB CAMPUS ONLY

** VILLA CAMPUS ONLY