

Library
Supply Closet Request form
Please fill out and return to Sue's mailbox.
Supplies will be delivered to your mailbox.

Name: _____

Date: _____

Amount	Supplies	Amount	Supplies
	Paper Clips:		Scotch tape
	Small		Book tape
	Large		Packaging tape
	Post-its:		Kleenex (For public service desks only)
	3x5		CD
	3x3		CD paper sleeves
	1.5x2		Highlighters
	Binder clips:		Sharpies
	Small		Staples
	Medium		Pencils:
	Large		Regular
	Pens:		Golf
	Blue		Notepads:
	Black		5x7
	Red		8x11
	Receipt Printer Paper:		Scratch paper-1/4 of 8.5x11 paper
	Cash-duplicate		Yellow dust wipes (For public service desks only)
	Check out		



Admin use only:

Date Received: _____

Date Filled: _____

Filled By: _____