

HANOVER PARK HIGH SCHOOL

REQUISITION FOR SUPPLIES

TEACHER: _____ **DELIVER TO ROOM:** _____

DATE OF REQUEST: _____

QUANTITY	ITEM	QUANTITY	ITEM
	BINDERS, THREE-RING		# 2 PENCILS (BLACK)
	CHALK, WHITE		PENCILS, BLUE
	CHALK, YELLOW		PENCILS, RED
	ENVELOPES, LARGE MANILLA		PENCIL SHARPENER
	ERASERS		PENS
	FILE FOLDERS		RUBBER BANDS
	INDEX CARDS; 4 X 6		RULERS
	LABELS FOR FOLDERS		SCISSORS
	MASKING TAPE		SCOTCH TAPE
	PAPER, GRAPH		SCOTCH TAPE DISPENSER
	PAPER, COMPOSITION		STAPLER
	PAPER, YELLOW (MATH)		STAPLES
	PAPER CLAMPS (BINDER CLIPS)		STENO PAD
	PAPER CLIPS; LARGE		THUMB TACKS
	PAPER CLIPS; SMALL		
	3 HOLE PUNCH		

COORDINATOR: _____ **ASSISTANT PRINCIPAL:** _____

DATE: _____ **DATE:** _____