SUPPLY RE-ORDER CHECKLIST

Common Supplies

- [ ] binder clips
- [ ] copy paper
- [ ] correction tape
- [ ] envelopes
- [ ] file folders
- [ ] glue sticks
- [ ] highlighters
- [ ] labels
- [ ] report covers
- [ ] rubber bands
- [ ] paper clips
- [ ] paper pads
- [ ] pencils
- [ ] pens
- [ ] post-it notes
- [ ] staples
- [ ] tape
- [ ] thumbtacks
- [ ] white out
- [ ] _____
- [ ] _____
- [ ] _____

Printer Supplies

- [ ] toner # _____
- [ ] cartridge # _____
- [ ] Color: _____
- [ ] _____
- [ ] _____
- [ ] _____

Other Supplies

- [ ] binders
- [ ] hole puncher
- [ ] rulers
- [ ] scissors
- [ ] staple remover
- [ ] storage boxes
- [ ] _____
- [ ] _____
- [ ] _____

Rest Room

- [ ] hand soap
- [ ] hand sanitizer
- [ ] paper towels
- [ ] toilet paper
- [ ] _____
- [ ] _____
- [ ] _____

Miscellaneous

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____