

# FIRST MESA ELEMENTARY SCHOOL SUPPLY REQUEST

REQUESTOR: \_\_\_\_\_

DATE: \_\_\_\_\_

SUPPLIES REQUESTED WILL BE ISSUED EVERY **TUESDAY & THURSDAY**.  
PLEASE PROVIDE THE QUANTITY & UNIT OF EACH ITEM NEEDED.

\*\* Teacher Signature Required \*\*

QTY	UNIT	ITEMS REQUESTED	QTY	UNIT	ITEMS REQUESTED
		BATTERY- AA			FOLDER FASTENER (ADHESIVE)- 1"
		BATTERY-AAA			FOLDER FASTENER (ADHESIVE)- 2"
		BATTERY- C			GLUE STICK- REGULAR
		BATTERY- D			GLUE STICK- JUMBO
		BATTERY- 3 VOLT			GLUE BOTTLE- 4 OZ
		BATTERY- 9 VOLT			GRAPH PAPER
		BINDER CLIPS- SMALL			HANGING FOLDERS- LETTER
		BINDER CLIPS- MEDIUM			HANGING FOLDERS- LEGAL
		BINDER CLIPS- LARGE			HIGHLIGHTER- BLUE
		BRASS FASTENERS- ½"			HIGHLIGHTER- GREEN
		BRASS FASTENERS- 1"			HIGHLIGHTER- PINK
		BRASS FASTENERS- 1 ¼"			HIGHLIGHTER- YELLOW
		BRASS FASTENERS- 1 ½"			HIGHLIGHTER-ORANGE
		BRASS FASTENERS- 2"			HIGHLIGHTER (GEL)- GREEN
		CARDSTOCK PAPER			HIGHLIGHTER (GEL)- ORANGE
		COLORED PAPER (ASK ABOUT COLORS)			HIGHLIGHTER (GEL)- PINK
		COLORED PENCILS			HIGHLIGHTER (GEL)- YELLOW
		COMPOSITION NOTEBOOK			HOLE REINFORCEMENTS
		COPY PAPER- LETTER			INDEX CARDS- 3"X5"
		COPY PAPER- LEGAL			INDEX CARDS- 4"X6"
		CRAYONS			INDEX CARDS- 5"X8"
		DRY ERASE CLEANER			INDEX DIVIDERS
		DRY ERASE MARKER- BLACK			LOOSE-LEAF RING- 1"
		DRY ERASE MARKER- BLUE			LOOSE-LEAF RING- 1½"
		DRY ERASE MARKER- GREEN			LOOSE-LEAF RING- 2"
		DRY ERASE MARKER- ORANGE			LOOSE NOTEBOOK PAPER
		DRY ERASE MARKER- RED			MARKER PERMANENT (ULTRA FINE)
		ENVELOPE- LETTER			MARKER PERMANENT (FINE)- BLACK
		ENVELOPE- CATALOG			MARKER PERMANENT (CHISEL)- BLACK
		ERASER- DRY ERASE BOARD			MASKING TAPE- ¾"
		FILE FOLDERS- LETTER			MASKING TAPE- 2"
		FILE FOLDERS- LEGAL			PACKAGING TAPE-2"
		FILE FOLDER LABELS			PAPER- HANDWRITING (K &1)
		FILE FOLDER (WITH FASTENERS)			PAPER- STORYBOOK (K-2)

**FIRST MESA ELEMENTARY SCHOOL**  
**SUPPLY REQUEST**  
**SY 2019-2020**

QTY	UNIT	ITEMS REQUESTED	QTY	UNIT	ITEMS REQUESTED
		PAPER CLIPS- STANDARD			RUBBER BANDS- STANDARD
		PAPER CLIPS- JUMBO			RUBBER BANDS- WIDE
		PAPER CLIPS- BUTTERFLY			RULER- 12" METAL
		PENCILS #2- REGULAR			RULER- 12" PLASTIC
		PENCILS #2- JUMBO			RULER- 12" WOOD
		PENCIL ERASER- CAP			SCOTCH TAPE
		PENCIL ERASER- CUBE			SCOTCH TAPE- DOUBLE SIDED
		PENS (BALLPOINT)- BLACK			SHEET PROTECTORS
		PENS (BALLPOINT)- BLUE			SPELLING SLIP PAPER
		PENS (BALLPOINT)- RED			SPIRAL NOTEBOOK
		PENS (GEL)- BLACK			STAPLES- STANDARD
		PENS (GEL)- BLUE			STAPLES- HEAVY DUTY
		PENS (GEL)- RED			THUMB TACKS
		POCKET FOLDERS			TRANSPARENCY MARKERS VIS-À-VIS
		POST-IT NOTES- 1½"x2"			TRANSPARENCY SHEETS
		POST-IT NOTES- 3"x3"			WHITE OUT- LIQUID
		POST-IT NOTES- 3"x5"			WHITE OUT- TAPE
		POST-IT NOTES- 4"x6"			WRITING PADS- WHITE
		RUBBER BANDS- ASSORTED			WRITING PADS- YELLOW
		CLOROX WIPES			HAND SANITIZER

**\*\* ITEMS NOT LISTED WILL NEED TO BE SUBMITTED THROUGH REQUISITION \*\***

CSA APPROVAL: \_\_\_\_\_

FILLED BY: \_\_\_\_\_