

# Sutton Elementary School

## Requisition for Supplies

**Teacher** \_\_\_\_\_ **Room** \_\_\_\_\_ **Date** \_\_\_\_\_ **Time** \_\_\_\_\_

**1<sup>st</sup> Request**

**2<sup>nd</sup> Request**

**3<sup>rd</sup> Request**

Please indicate below the amount or number needed for supplies requested. Please be specific (number, color, size) on your request. Turn in the requisition to Teresa Valdez's mailbox.

Description	Amount/Color/Size	Description	Amount/Color/Size
<i>Colored/White Chalk</i>		<i>Pens</i>	
<i>Chart Tablet</i>		<i>Sentence Strips</i>	
<i>Construction Paper</i>		<i>Tag Board</i>	
<i>Copy Paper (to be requested at the beginning of the second semester)</i>		<i>Thermals</i>	
<i>Manila Folders (specify size)</i>		<i>Transparencies</i>	
<i>Overhead Markers</i>		<i>Writing Paper</i>	
<i>Pencils</i>		<i>Other</i>	

Received by \_\_\_\_\_ Date Received \_\_\_\_\_