

Classroom Supply Request Form

*Instructions for completion: Please check the quantity of supplies on hand and request only what is needed and that can be properly stored. Use the supply checklist. **BE SPECIFIC AS TO SIZE, QUANTITY, TYPE, ETC...** Make requests in a timely manner. Teachers with emergency or special supply needs must use their classroom discretionary funds and make their own purchases. Fax or e-mail this form to the ECDC.*

Center:

Date:

<u>Custodial Supplies</u>	<u>Size/Kind and Quantity</u>
Bleach	
Broom	
Bucket	
Cleaning Clothes	
Dish Detergent	
Dust Pan	
Lysol Disinfectant Cleaner	
Mop	
Sponges	
Spray Bottles	
Trash Bags	
Toilet Brush	
Trash Cans	
Toilet Paper	
Toilet Plunger	
<u>Technology</u>	<u>Size/Kind</u>
Computer Disk/CD	
Copy Paper	
Fax Film	
Ink Cartridges	
<u>Health/Safety</u>	<u>Size/Kind</u>
Batteries	
Exit Lights	
Flash Light	
First Aid Kit Supplies	
Food Service Gloves	
Hand Soap	
Latex Gloves	
Laundry Detergent	
Medicine Lockbox	
Paper Towels	
Pull ups	
Safety Plugs/ Latches	
Thermometer/Covers	
Tissues	
Toothbrush Covers	
Toothpaste/Brushes	
Vomit Clean-Up	
Wipes	
3oz cups	
<u>Classroom</u>	<u>Size/Kind</u>
Adults Pencils	
Buttons	
Chalk	
Chart Paper	
Chart Tablets	

Chenile Sticks	
Children's Scissors	
Construction Paper (large)	
Construction Paper (small)	
Contact Paper	
Craft Sticks	
Crayons	
Crib Sheets	
Dot Paints	
Dry Erase Markers	
Eye Droppers	
Feathers	
Felt	
File Folders	
Finger Paint Paper	
Finger Paint	
Foam	
Glitter	
Glue Bottles (large)	
Glue Bottles (small)	
Glue Sticks	
Hole Puncher	
Index Dividers	
Ink Pads	
Ink Stamps	
Manila Drawing Paper	
Manila Journals	
Masking Tape	
Markers	
Newsprint	
Packing Tape	
Paint Brushes	
Paint Containers/Lids	
Paper Clips	
Pens	
Play Dough	
Pocket Folders with Prongs	
Poly Transparent String Envelopes	
Pom Poms	
Post-its	
Poster Paper	
Push Pins/ Tacks	
Rest Mats	
Sentence Strips	
Sequins	
Sharpies	
Sheet Protectors	
Side Walk Chalk	
Sponges	
Stapler	
Staples	
Stringing Beads	
Student Pencils	
Tape	
Tape Dispenser	
Teacher's Scissors	
Three-Ring Binder	

Tissue paper	
Velcro	
Washable Tempera Paint	
Watercolor Paint	
White Out	
Wiggle Eyes	
Wikki Stix	
Yarn	
OTHER:	