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
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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Printer Supplies

* toner # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* cartridge # \_\_\_\_\_\_\_\_\_\_\_\_
* Color: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Supplies

* binders
* hole puncher
* rulers
* scissors
* staple remover
* storage boxes
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* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rest Room

* hand soap
* hand sanitizer
* paper towels
* toilet paper
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Miscellaneous

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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