

**Ironton City Schools  
Office Supply Requisition**

Building \_\_\_\_\_

Date \_\_\_\_\_

<b>Quantity</b>	<b>Unit</b>	<b>Description</b>
		Paper Clips
		Thumb Tacks
		File Folders
		Permanent Record Folders
		Standard Staples
		Stapler
		Pencil Sharpener
		Masking Tape
		Scotch Tape
		Tape Dispenser
		Coin Envelopes
		Calculator Paper
		Computer Paper (state size)
		Chalk
		Erasers
		Brown Craft Envelopes (state size)
		White Out
		Permanent Marker
		Highlighter
		Rubber Bands

		Post-It Note Pads
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