

**Ironton City Schools
Office Supply Requisition**

Building _____

Date _____

| Quantity | Unit | Description |
|----------|------|------------------------------------|
| | | 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 |
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| | | Post-It Note Pads |
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