

Self-Service Request

NAME:	Date: 9/30/ 98
Room #:	
5 Pencil	Rubber Bands
Pencil Sharpener (Wall)	Scissors
Black Ballpoint Pen	Stapler
Blue Ballpoint Pen	Hand Held
Felt Tip Pen	Desk Top
Red	1box Staples
Blue	Chalk
Black	Chalk board eraser
Green	Index cards
Brown	5X8
Overhead pen	3X5
Blue	2doz Manila folder
Black	Paper
Red	Yellow-legal
Green	Steno
Magic Markers	White 8X11
Red	White 5X8
Green	White 3X5
Blue	Tape dispenser
Black	Hand held
Purple	Desk top
Yellow	Tape
White out	Desk top
Facial tissue	Hand held
Paper clips	Masking 1" or 2"
Ruler 12" or 18"	Strapping

x Other 15 File Drawer Dividers