

COMMUNITY ACTION OF SOUTHEAST IOWA  
HEAD START  
SUPPLY ORDER FORM

Name \_\_\_\_\_ Center \_\_\_\_\_ Date \_\_\_\_\_

(Please fill in the quantity you are requesting.)

**GENERAL OFFICE**

Paper Clips(lg) \_\_\_\_\_ (sm) \_\_\_\_\_

Staples \_\_\_\_\_

Stapler \_\_\_\_\_

Scissors \_\_\_\_\_

Rubber Bands \_\_\_\_\_

Masking Tape \_\_\_\_\_

Scotch Tape \_\_\_\_\_

Post it's Reg \_\_\_\_\_

Post it's Mini \_\_\_\_\_

Index Cards 3x5 \_\_\_\_\_

Index Cards 4x6 \_\_\_\_\_

Liquid Paper/Tape \_\_\_\_\_

Pencils \_\_\_\_\_

Pens Black \_\_\_\_\_

Red \_\_\_\_\_

Blue \_\_\_\_\_

Green \_\_\_\_\_

Permanent Markers

Red \_\_\_\_\_

Black \_\_\_\_\_

Blue \_\_\_\_\_

Hi-Liters

Yellow \_\_\_\_\_

Green \_\_\_\_\_

Pink \_\_\_\_\_

Blue \_\_\_\_\_

Orange \_\_\_\_\_

File Folders

Manila \_\_\_\_\_

One Partition \_\_\_\_\_

Two Partition \_\_\_\_\_

Labels

Size \_\_\_\_\_ Qnty \_\_\_\_\_

File Folder \_\_\_\_\_

Pocket Folders \_\_\_\_\_

Stamps (100) \_\_\_\_\_

Envelopes (Plain)

#10 \_\_\_\_\_

#6 \_\_\_\_\_

Clasp Envelopes

10x13 \_\_\_\_\_

9x12 \_\_\_\_\_

6x9 \_\_\_\_\_

**PAPER**

Ruled Pads 8 1/2 x 14 \_\_\_\_\_

8 1/2 x 11 \_\_\_\_\_

5 x 8 \_\_\_\_\_

Copy Paper Blue \_\_\_\_\_

Canary \_\_\_\_\_

Cream \_\_\_\_\_

Gold \_\_\_\_\_

Gray \_\_\_\_\_

Green \_\_\_\_\_

Lilac \_\_\_\_\_

Pink \_\_\_\_\_

Red \_\_\_\_\_

Salmon \_\_\_\_\_

White \_\_\_\_\_

Construction Paper

Large Small

Black \_\_\_\_\_

Blue \_\_\_\_\_

Brown \_\_\_\_\_

Green \_\_\_\_\_

Pink \_\_\_\_\_

Purple \_\_\_\_\_

Red \_\_\_\_\_

White \_\_\_\_\_

Yellow \_\_\_\_\_

Orange \_\_\_\_\_

Manila Drawing Paper \_\_\_\_\_

White Drawing Paper \_\_\_\_\_

Picture Printing Paper \_\_\_\_\_

Sheet Protectors \_\_\_\_\_

Index Tab Dividers \_\_\_\_\_

**CLASSROOM**

Children's Pencils \_\_\_\_\_

Colored Pencils \_\_\_\_\_

Washable Markers

Black \_\_\_\_\_

Colored \_\_\_\_\_

Dry Erase Markers

Fine Point \_\_\_\_\_

Chisel Point \_\_\_\_\_

Crayons 24's \_\_\_\_\_

8's \_\_\_\_\_

Chalk White \_\_\_\_\_

Colored \_\_\_\_\_

Sidewalk \_\_\_\_\_

Safety Scissors \_\_\_\_\_

Ruler's 6" \_\_\_\_\_

12" \_\_\_\_\_

Glue Bottle \_\_\_\_\_

Gallon \_\_\_\_\_

Sticks \_\_\_\_\_

Paint Brushes

Large \_\_\_\_\_

Small \_\_\_\_\_

Finger Paint (Color?)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tempera Paint (Color?)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Water Colors \_\_\_\_\_

Buttons \_\_\_\_\_

Pipe Cleaners \_\_\_\_\_

Glitter \_\_\_\_\_

Laminating Rolls \_\_\_\_\_

Laminating Pouches

Letter \_\_\_\_\_

Legal \_\_\_\_\_

Contact Paper

(5 per year) \_\_\_\_\_

Safety Pins \_\_\_\_\_

**Special Requests**

**All special items not listed on this or other specific Supply Request Forms are to be put on a Purchase Order for approval.**