

# PRINTING DEPARTMENT

## SUPPLY REQUEST LIMIT

### LIMIT

- 2 Ball Point Pens
- 2 Felt Tip Pens
- 2 Over Head Pens
- 2 Dry Erase Markers
- 2 Permanent Markers
- 2 Highlighter Pens
- 2 Pencils
- 2 Pencil Top Erasers
- 1 Paper Clips
- 1 Push Pins
- 1 Thumb Tacks
- 1 Rubber Bands
- 1 Scissors
- 1 Ream of Paper

### LIMIT

- 1 8.5 x 11 White Paper
- 1 8.5 x 11 White Paper 3 Holed
- 1 Yellow 8.5 x 11 Lined Pads
- 1 Graph Paper Pads (Quadrilled)
- 1 Spiral Notebooks 8.5 x 11
- 2 Steno Notebooks
- 2 Index Cards (3x5 4x6 5x8)
- 2 Post-It Notes (1.5x2 3x3 3x5)
- 3 Transparencies
- 1 3 Ring Binders (1" - 2")
- 3 File Folders (Letter & Legal)
- 3 Hanging Folders (Letter & Legal)
- 3 File Folder Labels (SHEETS)
- 3 Sheet Protectors

### LIMIT

- 1 Clip Boards
- 1 Glue (Squeeze Bottle)
- 1 Glue Sticks
- 1 Correction Tape
- 1 Correction Fluid
- 1 Scotch Tape (1/2"-3/4")
- 1 Tape Dispensers
- 1 Masking Tape
- 1 Desk Calendars
- 1 Chalk
- 3 Data Link Forms
- 1 Rulers
- 3 Manila Envelopes

**ONE REQUEST PER DAY**

These limits have been implemented due to our continued budget crisis.  
We appreciate your understanding and assistance during these difficult budget times.

# PRINTING DEPARTMENT SUPPLY REQUEST LIMIT

<b>LIMIT</b>	<b>LIMIT</b>	<b>LIMIT</b>
2 Ball Point Pens	1 8.5 x 11 White Paper	1 Clip Boards
2 Felt Tip Pens	1 8.5 x 11 White Paper 3 Holed	1 Glue (Squeeze Bottle)
2 Over Head Pens	1 Yellow 8.5 x 11 Lined Pads	1 Glue Sticks
2 Dry Erase Markers	1 Graph Paper Pads (Quadrilled)	1 Correction Tape
2 Permanent Markers	1 Spiral Notebooks 8.5 x 11	1 Correction Fluid
2 Highlighter Pens	2 Steno Notebooks	5 Floppy Disks
2 Pencils	2 Index Cards (3x5 4x6 5x8)	1 Scotch Tape (1/2"-3/4")
2 Pencil Top Erasers	2 Post-It Notes (1.5x2 3x3 3x5)	1 Tape Dispensers
1 Paper Clips	3 Transparencies	1 Masking Tape
1 Push Pins	1 3 Ring Binders (1" - 2")	1 Desk Calendars
1 Thumb Tacks	3 File Folders (Letter & Legal)	1 Chalk
1 Rubber Bands	3 Hanging Folders (Letter & Legal)	3 Grade Master Forms
1 Scissors	3 File Folder Labels (SHEETS)	1 Rulers
1 Ream of Paper	3 Sheet Protectors	
	3 Manila Envelopes	

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