

Material Requisition Request

Site: \_\_\_\_\_ Date: \_\_\_\_\_ Requested By: \_\_\_\_\_

- Save As PDF: MRR- Site Name- Date of Request
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**FOOD SERVICE SUPPLIES** (Pages 2-4)

Qty: \_\_\_\_\_ Pkg Case 8 oz Styrofoam Bowls  
 Qty: \_\_\_\_\_ Pkg Case 12.9 oz Styrofoam Bowls  
 Qty: \_\_\_\_\_ Pkg Case 6" Paper Plates  
 Qty: \_\_\_\_\_ Pkg Case 9" Styrofoam Plates  
 Qty: \_\_\_\_\_ Pkg Sporks  
 Qty: \_\_\_\_\_ Pkg Food Service Gloves  
 Qty: \_\_\_\_\_ Pkg Case White Folded Table Napkins  
 Qty: \_\_\_\_\_ Pkg Case Brown Folded Paper Towels  
 Qty: \_\_\_\_\_ Pkg 55 Gallon Garbage Bags  
 Qty: \_\_\_\_\_ Ind Box Disposable Washcloths  
 Qty: \_\_\_\_\_ Sleeve Case 7 oz Cups- Meals  
 Qty: \_\_\_\_\_ Sleeve Case 5 oz Cups- Toothbrushing

**HEALTH & SAFETY SUPPLIES** (Page 4-5)

Qty: \_\_\_\_\_ Ind HS Child Size Toothbrush  
 Qty: \_\_\_\_\_ Pkg Exam Gloves (S, M, L, XL)  
 Qty: \_\_\_\_\_ Roll Exam Paper - Diaper Changes  
 Qty: \_\_\_\_\_ Ind Disinfecting Spray Bottle  
 Qty: \_\_\_\_\_ Ind Sanitizing Spray Bottle  
 Qty: \_\_\_\_\_ Ind Fluid Control Solidifier  
 Qty: \_\_\_\_\_ Ind Hazard Bags  
 Qty: \_\_\_\_\_ Ind Safety Sacks - Medication Storage

**\*EHS ONLY\* HEALTH SUPPLIES** (Pages 5-6)

Qty: \_\_\_\_\_ Ind EHS Child Toothbrush  
 Qty: \_\_\_\_\_ Ind EHS Infant Kits  
 Qty: \_\_\_\_\_ Ind Child Toothpaste  
 INDICATE IF FOR SOCIALIZATION OR ORAL HEALTH HOME KITS  
 Qty: \_\_\_\_\_ Ind Adult Toothbrush  
 Qty: \_\_\_\_\_ Ind Adult Toothpaste  
 Qty: \_\_\_\_\_ Ind Floss  
 Qty: \_\_\_\_\_ Ind Timers – Brushing Teeth

**FIRST AID KIT SUPPLIES** (Pages 6-8)

Qty: \_\_\_\_\_ Ind First Aid Manual  
 Qty: \_\_\_\_\_ Box Band Aids - Assorted Sizes  
 Qty: \_\_\_\_\_ Ind Sterile Compress Pads (5" x 9")  
 Qty: \_\_\_\_\_ Ind Small Gauze Pads (2" x 2")  
 Qty: \_\_\_\_\_ Ind Large Gauze Pads (3" x 3")  
 Qty: \_\_\_\_\_ Ind Adhesive Tape  
 Qty: \_\_\_\_\_ Ind Band Aid Scissors  
 Qty: \_\_\_\_\_ Ind Ice Pack (Reusable)  
 Qty: \_\_\_\_\_ Ind Thermometer  
 Qty: \_\_\_\_\_ Sheet Tempa-Dot Thermometers  
 Qty: \_\_\_\_\_ Ind Alcohol Wipes  
 Qty: \_\_\_\_\_ Ind Benzalkonium Towelettes  
 Qty: \_\_\_\_\_ Ind Disinfecting Hand Wipes

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### **DESKTOP SUPPLIES** (Pages 8-12)

#### **Post It Notes** (Ind)

Qty: \_\_\_\_\_ 1.5 x 2  
Qty: \_\_\_\_\_ 3 x 3  
Qty: \_\_\_\_\_ 3 x 5

#### **Envelopes** (Ind)

Qty: \_\_\_\_\_ White #10 w/AEOA  
Qty: \_\_\_\_\_ White #10 Plain  
Qty: \_\_\_\_\_ Manila 6 x 9  
Qty: \_\_\_\_\_ Manila 9 x 12  
Qty: \_\_\_\_\_ Manila 10 x 15

#### **Folders** (Ind)

Qty: \_\_\_\_\_ File Folder- Colored  
Qty: \_\_\_\_\_ File Folder- Manila  
Qty: \_\_\_\_\_ Two Pocket Folder

#### **Paper** (Ind)

Qty: \_\_\_\_\_ Xerox Paper (Ream)  
Qty: \_\_\_\_\_ 5 x 8 Lined Tablet  
Qty: \_\_\_\_\_ 9 x 12 Lined Tablet

#### **Pens/Pencils** (Ind)

Qty: \_\_\_\_\_ Black  
Qty: \_\_\_\_\_ Blue  
Qty: \_\_\_\_\_ Red  
Qty: \_\_\_\_\_ Pencils #2

#### **Permanent Markers- Chisel Tip** (Ind)

Qty: \_\_\_\_\_ Black  
Qty: \_\_\_\_\_ Blue  
Qty: \_\_\_\_\_ Red  
Qty: \_\_\_\_\_ Green

#### **Sharpie Markers- Fine Point** (Ind)

Qty: \_\_\_\_\_ Black  
Qty: \_\_\_\_\_ Blue  
Qty: \_\_\_\_\_ Red  
Qty: \_\_\_\_\_ Green

#### **Highlighters** (Ind)

Qty: \_\_\_\_\_

#### **Tape/Fasteners** (Ind)

Qty: \_\_\_\_\_ Binder Clips (Small)  
Qty: \_\_\_\_\_ Binder Clips (Medium)  
Qty: \_\_\_\_\_ Paper Clips (Small)  
Qty: \_\_\_\_\_ Paper Clips (Large)  
Qty: \_\_\_\_\_ Stapler  
Qty: \_\_\_\_\_ Staples  
Qty: \_\_\_\_\_ Tape Dispenser  
Qty: \_\_\_\_\_ Tape Refill Rolls  
Qty: \_\_\_\_\_ White Out Tape

#### **Miscellaneous** (Ind)

Qty: \_\_\_\_\_ Purchase Orders  
Qty: \_\_\_\_\_ First Class Postage Stamps  
Qty: \_\_\_\_\_ Post Card Postage Stamps  
Qty: \_\_\_\_\_ Scissors (Adult)

### **MISCELLANEOUS FORMS** (Pages 13-14) (Ind)

Qty: \_\_\_\_\_ At Your Fingertips  
Qty: \_\_\_\_\_ Bus Forms (Stop Sign/Info or Route)  
Qty: \_\_\_\_\_ Consent Forms  
Qty: \_\_\_\_\_ Cooper Books  
Qty: \_\_\_\_\_ Emergency Cards  
Qty: \_\_\_\_\_ In Kind Cards (Child's, Comm. Resource or  
Donation – Circle which form)  
Qty: \_\_\_\_\_ Parent Contracts  
Qty: \_\_\_\_\_ Parent Handbooks  
Qty: \_\_\_\_\_ Postcards (Black & White or Color)  
Qty: \_\_\_\_\_ Recruitment Brochures  
Qty: \_\_\_\_\_ Recruitment Tear-Off Flyers (EHS or HS)  
Qty: \_\_\_\_\_ Recruitment Event Items

**Specify:** \_\_\_\_\_

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### **CONSUMABLE SUPPLIES** (Pages 14-19)

#### **Construction Paper** (Ream)

Qty: \_\_\_\_\_ Black  
Qty: \_\_\_\_\_ Blue  
Qty: \_\_\_\_\_ Brown  
Qty: \_\_\_\_\_ Green  
Qty: \_\_\_\_\_ Orange  
Qty: \_\_\_\_\_ Pink  
Qty: \_\_\_\_\_ Purple  
Qty: \_\_\_\_\_ Red  
Qty: \_\_\_\_\_ White  
Qty: \_\_\_\_\_ Yellow

#### **Paper** (Ream)

Qty: \_\_\_\_\_ Easel 18 x 24  
Qty: \_\_\_\_\_ Manila Drawing 9 x 12  
Qty: \_\_\_\_\_ Manila Drawing 12 x 18  
Qty: \_\_\_\_\_ Children's Lined Paper  
Qty: \_\_\_\_\_ Finger Paint Paper  
Qty: \_\_\_\_\_ Art Tissue (Pkg)  
Qty: \_\_\_\_\_ Clear Contact (Roll)  
Qty: \_\_\_\_\_ Tag Board (Ind)

#### **Pencils** (Pkg)

Qty: \_\_\_\_\_ Child's  
Qty: \_\_\_\_\_ Colored – Set of 12

#### **Chalk** (Pkg)

Qty: \_\_\_\_\_ Colored  
Qty: \_\_\_\_\_ Sidewalk  
Qty: \_\_\_\_\_ White

#### **Markers**

Qty: \_\_\_\_\_ Basic 8

#### **Crayons**

Qty: \_\_\_\_\_ Basic 8

#### **Bio Color Paint** (Ind)

Qty: \_\_\_\_\_ Black  
Qty: \_\_\_\_\_ Blue  
Qty: \_\_\_\_\_ Brown  
Qty: \_\_\_\_\_ Green  
Qty: \_\_\_\_\_ Orange  
Qty: \_\_\_\_\_ Purple  
Qty: \_\_\_\_\_ Red  
Qty: \_\_\_\_\_ White  
Qty: \_\_\_\_\_ Yellow

#### **Paint Supplies and Pans** (Ind)

Qty: \_\_\_\_\_ Children's Paint Brushes  
Qty: \_\_\_\_\_ Paint Smocks  
Qty: \_\_\_\_\_ Basic 8 Color Paint Pans  
Qty: \_\_\_\_\_ So Big 4 Color Paint Pans  
Qty: \_\_\_\_\_ REFILLS So Big 4 Color Paint  
Qty: \_\_\_\_\_ Oil Pastels (Pkg)

#### **Scissors** (Ind)

Qty: \_\_\_\_\_ Child

#### **Glue** (Ind)

Qty: \_\_\_\_\_ 4 oz Bottles  
Qty: \_\_\_\_\_ Gallons  
Qty: \_\_\_\_\_ Sticks