

Material Requisition Request

Site: _____

Date: _____

Requested By: _____

- Save As PDF: MRR- Site Name- Date of Request
- Email all forms to your Program Manager for approval

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

***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

DIAPERS (Members Mark)

Qty: _____	Ind	Size 1 (8-14 lbs) 164 count
Qty: _____	Ind	Size 2 (12-18 lbs) 184 count
Qty: _____	Ind	Size 3 (16-28 lbs) 222 count
Qty: _____	Ind	Size 4 (22-37 lbs) 198 count
Qty: _____	Ind	Size 5 (27+ lbs) 160 count
Qty: _____	Ind	Size 6 (35+ lbs) 138 count
Qty: _____	Ind	Size 7 (41+ lbs) 126 count

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

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

PULL UPS & WIPES

Qty: _____	Ind	2T-3T (18-34 lbs)
Qty: _____	Ind	3T-4T (32-40 lbs)
Qty: _____	Ind	4T-5T (35-50 lbs)
Qty: _____	Ind	5T-6T (50+ lbs)
Qty: _____	Ind	Wipes (1152 count per box)

Indicate "Boy" (B) or "Girl"(G) pull ups next to the quantity.
Ex: 1B = 1 box of boy pull ups, 1G = 1 box of girl pull ups.

NOTE:

Pull Ups count per box **varies depending on brand.**
Approximate counts per box 128 (smallest size), 116, 102, and 84 (largest size).

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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

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

Revised 08/31/2025