

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 2-3)

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: \_\_\_\_\_ Ind HS Child Toothpaste  
 Qty: \_\_\_\_\_ Box Case Facial Tissue (Case = 12 Boxes)  
 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 7-8)

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 8-13)

#### **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 13-15) (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 15-19)

**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 Full Size  
Qty: \_\_\_\_\_ Child’s Short 3 1/2 Inch  
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