



Faculty Supply Request

Name: _____

Date: _____

Instructions: Please list quantity desired. Use detail space for specifics, such as: color, size, etc. Please bring completed form to our office UH 468 or e-mail Bonnie Mottola, bmottola@csusm.edu or Melinda Jones, mjones@csusm.edu. Your supplies will be pulled and you will be notified via e-mail when available to pick up in the SOE Office.

Note: Not all supplies requested may be available at time of request. We will notify you if we need to special order any items.

Writing Instruments and Correction Solutions:		
Qty.	Item	Details
_____	Pens	_____
_____	Pencils	_____
_____	Highlighter(s)	_____
_____	Flip Chart Marker(s)	_____
_____	Dry Erase Marker(s)	_____
_____	Sharpie Marker(s)	_____
_____	Chalk	_____
_____	Eraser(s)	_____
_____	Dry Marker Eraser(s)	_____
_____	White-Out	_____

Paper & Presentation Products:		
_____	White Paper	_____
_____	Colored Paper	_____
_____	Flip Chart Paper (Regular)	_____
_____	Flip Chart Paper (Self-stick)	_____
_____	Cardstock	_____
_____	Poster Board	_____
_____	Index Cards	_____

Organization:		
Qty.	Item	Details
_____	Binders	_____
_____	File Folders	_____
_____	Hanging Folders	_____
_____	Labels	_____
_____	Post-It Notes Mini	_____
_____	Post-It Notes 3x3	_____
_____	Post-It Tabs/Flags	_____

Misc. Supplies:		
_____	Glue Sticks	_____
_____	White Glue	_____
_____	Staples	_____
_____	Paper Clips	_____
_____	Binder Clips	_____
_____	Push Pins	_____
_____	Rubber Bands	_____
_____	Clear Tape	_____
_____	Masking Tape	_____
_____	Batteries	_____

Use space below to request supplies not listed above and/or provide us additional instructions.

Additional Supplies/Comments/Notes: