



Region 7 Education Service Center, Kilgore, Texas 75662

### Office Supply Order Form

Quantity	Item	Description	Color	Size/quantity
	Calculator			
	Envelopes	Plain/Business	White	4 ½ x 9 ½"
		Catalog Envelopes	Brown	9 x 12
	Erasers	Pencil (cap type)	Assorted	
	Fasteners	Paper Clips	Regular	
		Paper Clips	Jumbo	
		Push Pins	Assorted	Box
	Folder	File Folders	Manila	Letter
		Hanging File Folder	Assorted	Letter
		Hanging File Folder Rack	Metal	Letter
	Glue	Glue Stick		Small
	Hole Punch	3 hole punch	Black	
	Labels	File Folder Labels (1/3 cut)		30 per Sheet
	Markers	Highlighters	Assorted	
		Sharpie		
	Message pad	(While you were out)	Pink	
	Note Pads	Self-Stick Notes		3x3
	Paper Pads	Tablet		Letter
	Paper	Colored copy paper Ream	Assorted	8 ½ x 11
		Reinforcement Holes for paper	White	200 / box
		White copy paper Ream	White	8 ½ x 11
	Pencil	2 ½ Lead with eraser	Yellow	
		Sharpener		
	Pens	Ball point	Black	
	Rubber bands		Assorted	
	Scissors			
	Stamps	Postage stamps		
	Stapler	Standard Stapler		
		Standard Staples		
		Staple remover		
	Tape	Refill		
	Tape Dispenser			

**Date Requested:** \_\_\_\_\_ **Site Location:** \_\_\_\_\_

**Date Filled:** \_\_\_\_\_ **Signature of Person Filling:** \_\_\_\_\_

**Date picked up:** \_\_\_\_\_ **Signature of Person Delivering:** \_\_\_\_\_

**Date received:** \_\_\_\_\_ **Signature of Person Receiving:** \_\_\_\_\_

### Return to Program Compliance Secretary

*"Region 7 Education Service Center is committed to student success by providing quality programs and services that meet or exceed our customers' expectations."*