CHATEAUGAY CENTRAL SCHOOL

GENERAL SUPPLY REQUISITION

Teachers wishing items from General Supply are to complete this request form and place it in the appropriate place in either the Main Office or the Elementary Office.

DAILY: These requests will be filled by the custodial staff at the beginning of each day and delivered to the teacher's classroom.

This procedure has been initiated to control inventory of supplies as well as reduce interruptions of teacher and staff time and waste of materials resulting from inadequate storage space in the classrooms for an annual supply of materials. PLEASE ORDER MATERIALS AS NEEDED RATHER THAN ON A LONG-RANGE BASIS.

REQUEST FOR GENERAL SUPPLIES

Date_____Teacher _____ Room #

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QUANTITY	DESCRIPTION	NOTATIONS