

Superintendent Supply Request Form

Due June 1st

Orders received after due date are not guaranteed to have availability of all items requested.

Superintendent: _____ Phone: _____

Department _____ Date _____

Please list the **total quantity** for each item. **Do not list quantity in "boxes" or "bags"**.

ITEM NEEDED	QUANTITY
Binder Clips (small - 3/4in)	
Binder Clips (med. 1 - 1 1/4in)	
Binder Clips (lg. 1 5/8 - 2 in)	
Paper Clips (small - 1 1/4in)	
Paper Clips (large - 1 7/8 in.)	
Glue (stick)	
Glue (white, bottle)	
Tape (painter's)	
Tape (Scotch)	
Tape (packing)	
Pencils (golf)	
Ballpoint Pens (black)	
Ballpoint Pens (red)	
Sharpies (fine point - black)	
Sharpies (fine point - red)	
Safety Pins (small - 1 1/16)	
Safety Pins (large - 1 1/2)	
Push Pins (assorted colors)	
T-Pins	
Rubber Bands (small - #16)	
Rubber Bands (large - #64)	
Envelopes (letter size)	
Envelopes (6X9 clasp)	

ITEM NEEDED	QUANTITY
Notepads (6 X 9)	
Notepads (8 1/2 X 11)	
Scratch Pads	
Construction Paper	
Poster Board (22x28 - white)	
Poster Board (22x28 - color)	

Items to check out:

Tape Gun (packing)	
Tape Dispenser (Scotch)	
Scissors	
Stapler	
Staple Gun	
Passport Stamp - Describe	
Ink Pad (write red or black)	
Duct Tape (approved use only)	

Cleaning supplies:

All Purpose Cleaner	
Sanitizing Spray (Bleach alt.)	
Glass Cleaner	
Hand Sanitizer	
Paper Towels	

Miscellaneous: Please request dept. specific items here. Describe in detail. Not all requests will be granted.

Signature: _____ Date: _____

Note: Superintendents will not be reimbursed for supplies purchased without prior approval.

Return form to: Clark County Fair 17402 N. E. Delfel Road, Ridgefield, WA 98642

Email: premiumsandawards@clarkcofair.com