[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

School supply request form

Classroom and office supplies - requested, approved, ordered.

Order number: _____

Date: _____

Supplier: _____

Deliver to: _____

Required by: _____

Items

Item	Specification	Qty	Unit price	Total
Stationery - [items]	[spec]	[qty]		
Exercise books	[spec]	[qty]		
Art supplies - [items]	[spec]	[qty]		
Printing / photocopying	[spec]	[qty]		

Totals

Estimated total: _____

Sign-off

Ordered by: _____ **Approved by:** _____ **Date:** _____