

**SUPERINTENDENT SUPPLY NEEDS**

**Due May 1**

**Orders received after May 15 are not guaranteed to have availability of all items requested.**

Superintendent: \_\_\_\_\_

Phone: \_\_\_\_\_

Department \_\_\_\_\_

Date \_\_\_\_\_

<u>ITEM NEEDED</u>	<u>QUANTITY</u>	<u>ITEM NEEDED</u>	<u>QUANTITY</u>
<b>EXAMPLE:</b>	<u>size/how many</u>	Scratch pads	_____
Binder Clips	_____	Sharpie (black or red)	_____
Construction paper	_____	Straight pins	_____
Envelopes (letter size)	_____	T-Pins	_____
Envelopes (6X9 clasp)	_____	Tape, Duct	_____
Glue (stick)	_____	Tape, Scotch	_____
Glue (white, bottle)	_____	Tape, Strapping	_____
Napkins	_____	Three-ring binders*	_____
Notepads (6 X 9)	_____	All Purpose Cleaner	_____
Notepads (8 1/2 X 11)	_____	Bleach	_____
Paper Clips (large/small)	_____	Glass Cleaner	_____
Plates - 6" (Paper or Foam)	_____	Hand Sanitizer	_____
Plates -10" (Paper or Foam)	_____	Paper Towels	_____
Pencils (#2)	_____	Plastic Wrap	_____
Pens (black or red)	_____	Staple Gun*	_____
Poster board (22X28-white)	_____	Stapler*	_____
Poster board (22X28-color)	_____		_____
Push Pins (colored)	_____	Ribbon Stickers: 1st	_____
Rubber bands (lg. or sm.)	_____	Ribbon Stickers: 2nd	_____
Safety pins (lg. or sm.)	_____	Ribbon Stickers: 3rd	_____
Scissors *	_____	Ribbon Stickers: 4th	_____

Passport to Fun - type of stamp \_\_\_\_\_

Ink Pad - color \_\_\_\_\_

Miscellaneous: Describe in detail: \_\_\_\_\_

I acknowledge items will signed for when picked up. Starred items will be charged for if not returned.

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

Fax (564) 397-6185

Email: [ccfair@clarkcofair.com](mailto:ccfair@clarkcofair.com)

Copy to: John, Brian, P & A

Date: \_\_\_\_\_

