

THE CHAPIN SCHOOL  
BOOKSTORE SUPPLY ORDER FORM

Complete this form and return it to the Bookstore. If your request is received by noon, your supplies (if in stock) will be available for pickup in the Bookstore during the hours of 8:15 a.m.-11:00 a.m. the following day. Requests for small items, such as pens and pencils can be distributed directly to your mailbox in the Faculty Lounge. If your order is small and you wish to have it left in your mailbox, please indicate below.

Name: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Department: \_\_\_\_\_

I will pick up order from Bookstore \_\_\_\_\_ please leave order in my mailbox \_\_\_\_\_

	QUANTITY	COLOR	COMMENTS	SIZE	
CHALK					
COMPUTER DISKS					
COMPUTER INK CARTRIDGES					
DIVIDERS 5 SUB.-POCKET					
DOUBLE POCKET FOLDERS					
GLUE STICK-ELMERS-RUBBER CEMENT					
HIGHLIGHTERS					
INDEX CARDS					
LIQUID PAPER- WHITE OUT					
MAGIC MARKERS					
MANILA FILE FOLDERS					
PAPER CLIPS					
PAPER FILLER COLLEGE-WIDE RULE					
PAPER PADS (SCRATCH-GRAPH)					
PENCILS					
POST IT NOTE PADS					
PUSHPINS					
RUBBERBANDS					
SCISSORS					
SPIRAL NOTEBOOK					
STAPLER					
STAPLES					
TAPE ROLL-DISPENSER					
MISC.					
PENS:					
BIC/PAPERMATE					
V7					
ERASERMATE					
ROLLERBALL					
LE PENS					
FLAIR					

PLEASE NOTE: THE BOOKSTORE IS OPENED BETWEEN THE HOURS OF 8:00A.M. & 11:00 A.M. FOR FACULTY TO SELECT THEIR SUPPLIES WITH A REQUISITION FORM FILLED OUT. AFTER THIS SCHEDULE TIME REQUEST FORMS SHOULD BE PLACED IN MY MAILBOX. EMERGENCY ONLY, WILL BE ACCOMODATED THROUGHOUT THE DAY.