

**BROOKHAVEN SCHOOL DISTRICT
PURCHASE REQUISITION SUPPLY FORM**

SCHOOL NAME: _____ DATE: _____

PHONE NAME: _____ FAX NUMBER: _____

REQUESTING THE FOLLOWING ITEMS:

Item #	Description	QUANTITY REQUESTED	ORDER FILLED		OUT OF STOCK
			YES	NO	
1	Brown Roll Towels - 12 Rolls/case				
2	C-Fold Towels-White 2400/cs				
3	Garbage Can Liners,38x58 - 100/case				
4	Urinal Screens, 12/case				
5	Toilet Bowl Mops				
6	Brooms (Regular)				
7	24 oz Rayon Mops				
8	Cleaning Rags				
9	Latex Examination Gloves-100/bx, 10 bx/case				
10	Plain Copy Paper - 10 reams/case				
11	Hand Sanitizer (2 Liter/ 4 per case)				
12	Fluorescent Bulb- T-8				
13	Fluorescent Bulb- T-12				
14	Small Bulbs				
15	Morning Mist Disinfectant				
16	Supprox (Peroxide) -Hillyard/ 1-Gal				
17	Pine - Sol				
18	Center Pull Towels				
19	Glass Cleaner				
20	Toilet Tissue (Jumbo Roll)				
21	Ring-BE- Gone				
			ORDER FILLED		
	Requested Items Not Listed :	Quantity	YES	NO	Do Not Stock
1					
2					
3					
4					
5					
6					

NOTES:

Principal Signature _____ Date: _____
Signature Required Upon Delivery

Maintenance Signature _____ Date: _____

Personnel Receiving _____ Date: _____
Signature Required Upon Delivery