A black background with a black square

Description automatically generated with medium confidenceProgram Supply Request Form

**Planner**



**What to do:** Use this form when you want a detailed list of supplies. This is especially useful when you have one staff member who’s responsible for ordering all program supplies.

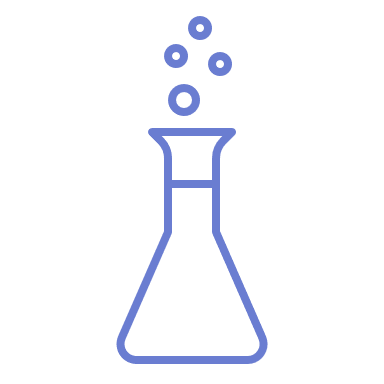
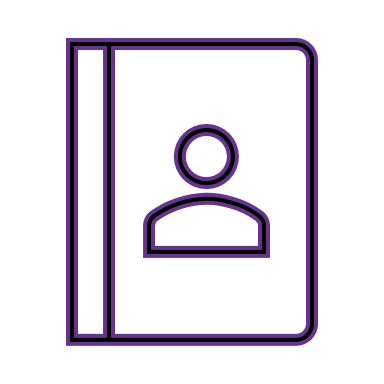
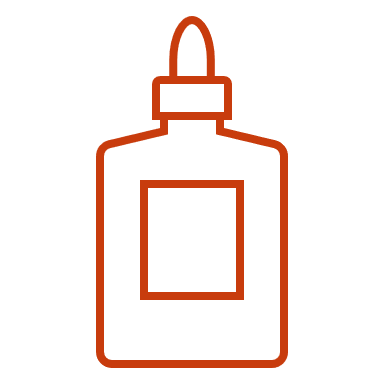
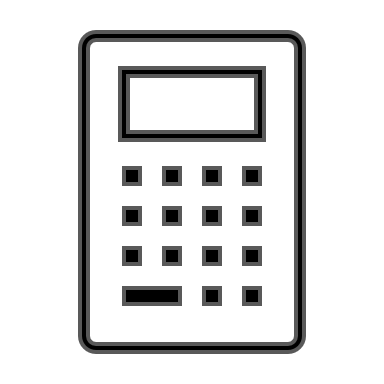
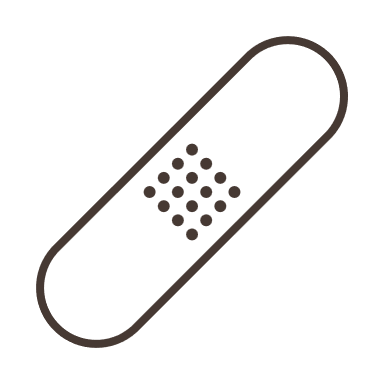
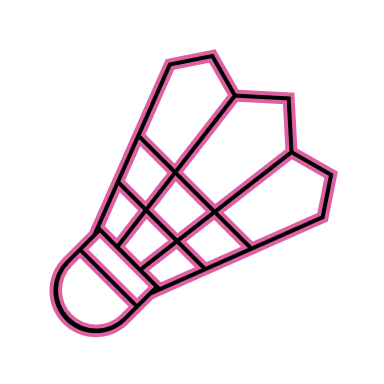
**Why it matters:** Cost-effective spending for supplies without shortages or duplication is a fine line. Keeping track of necessities as well as “wish” items helps program staff be good stewards of the supply budget.

Date Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ All requests must be **received by Friday** for a **Monday delivery**.

Name of Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \*Email requests to

[sitecoordinator@abcd.com](mailto:sitecoordinator@abcd.com)

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| **Catalog** | **Item No.** | **Item Description** | **Quantity** | **Price**  **per item** | **Activity Name** | **Instructor** | **Planned Use of Supply** |
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Comments or clarifications:

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Site Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by Project Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purchased by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Order Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Start where you are. Use what you have. Do what you can.*

*—* Arthur Ashe

A white rectangular frame with purple border

Description automatically generated

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