

Supply Requisition Form

Station: Date:

Email to your shift supervisor on Thursday.

Kept in Stock at each Station

Toilet Paper (6 rolls)	<input type="text"/>	Truck Towels (10)	<input type="text"/>
Paper Towels (3rolls)	<input type="text"/>	Foam Cups- (2 sleeves)	<input type="text"/>
Coffee (1 container)	<input type="text"/>	Trash Bags (10)	<input type="text"/>
Tea (1 box)	<input type="text"/>	Dishwasher Detergent	<input type="text"/>
Filters (1pack)	<input type="text"/>		
Creamer (1 can)	<input type="text"/>		

5 Gallon Containers- fill as needed

Lemonex	<input type="checkbox"/>	Floor Cleaner	<input type="checkbox"/>	Ceramic Tile Cleaner	<input type="checkbox"/>
Glass Cleaner	<input type="checkbox"/>	Degreaser	<input type="checkbox"/>		

Given as needed

Sugar	<input type="checkbox"/>	Hot Chocolate	<input type="checkbox"/>	Comet	<input type="checkbox"/>
Wax	<input type="checkbox"/>	Truck Brush	<input type="checkbox"/>	Brush Handle	<input type="checkbox"/>
Mop Handle	<input type="checkbox"/>	Mop Head	<input type="checkbox"/>	Kitchen Broom	<input type="checkbox"/>
Bleach	<input type="checkbox"/>	Liquid Dish Soap	<input type="checkbox"/>	Laundry Soap	<input type="checkbox"/>
Engine Check Sheet	<input type="checkbox"/>	Spare Gas	<input type="checkbox"/>	Oven Cleaner	<input type="checkbox"/>

Other

Ordered By:

Delivered By: _____

Received By: _____

E-mail or phone all request for supplies to shift supervisor on Thursday mornings.

Form shall be signed and returned to Asst. Chief Goneke

To email, click on the globe and envelope icon on the tool bar.
Click on send copy. Fill in the address.
Open Outlook and send mail.