

SUPPLIES/EQUIPMENT PRELIMINARY REQUEST FORM

School Year _____

School _____

Boys/Girls _____

Sport/Activity _____

Today's Date _____

Note: This form is a REQUEST for supplies and equipment. Do NOT assume that you are ordering these items. You are to list your request in order of priority. Please take the time and effort to do this right. List all specifics (manufacturer, model, sizes, color and source if you have one). If you have received a quote, attach a copy. Please review these requests with your administrator and have them sign before you submit to the Warehouse Activities Office, attention Julie.

<i>Priority Number</i>	<i>Quantity/Unit</i>	<i>Description of Item</i>	<i>Brand/Model</i>	<i>Size/Color</i>	<i>Substitues Accepted?</i>	<i>Approx. Cost</i>
_____	_____	_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____	_____	_____

Coach Submitting Request _____

Administrator Signature _____