

**ATTN: ZONE SUPERVISOR
HURRICANE SUPPLIES FORM**

School/Facility Name: _____
 School Based Contact Person: _____
 Principal Approval: _____

Facility Location #: _____
 Phone #: _____
 Date: _____

Delivery of your requested items will be made to your school/facility on your next scheduled warehouse delivery. In the event these supplies are required for an emergency repair, contact your Zone Maintenance Supervisor for assistance in order to expedite delivery.

Fax or Pony this request to your Zone Maintenance Department - Zone Supervisor.

NOTE: This request will not be processed unless signed by the Principal.

ELEMENTARY/MIDDLE/CENTER

Standard Pallet	Description	Stock number	Quantity	Reason for item(s) missing
1 box	Self-tapping screws	76974		
4 each	2 x 4 x 8 studs	76150		
6 each	4 x 8 x 1/2 plywood	76316		
1 roll	Caution tape	79900		
1 roll	Safety fencing, orange	80226		
1 roll	Visqueen	77667		
4 each	1 x 1 x 8 furring strips	76276		
1 pack	Cable ties	43008		

HIGH/VOCATIONAL

Standard Pallet	Description	Stock number	Quantity	Reason for item(s) missing
1 box	Self-tapping screws	76974		
6 each	2 x 4 x 8 studs	76150		
9 each	4 x 8 x 1/2 plywood	76316		
1 roll	Caution tape	79900		
1 roll	Safety fencing, orange	80226		
1 roll	Visqueen	77667		
6 each	1 x 1 x 8 furring strips	76276		
1 pack	Cable ties	43008		

PPO & Stockroom Use Only

AS # _____
 Zone Supervisor Approval: _____
 Zone Manager Approval: _____
 Stockroom Manager Approval: _____
 Delivered By: _____
 Date Delivered to Facility: _____

Date: _____
 Date: _____
 Date: _____

Received By: _____

Pony or Fax to

- Zone 1 @ 754-321-2885
- Zone 2 @ 754-321-1490
- Zone 3 @ 754-321-2940
- Zone 4 @ 754-321-2940