



Teacher/Staff Supply Request Form (Staples Ink/Toner Recycling Program)

- Do you have students who forget their supplies or can't afford supplies?
- Do you constantly run out of supplies and buy more with your own money?
- Do you have a class project coming up that you need supplies for?
- Is there something the PTO can provide that would make your day a little easier?

Did you know that the PTO recycles ink and toner cartridges at Staples and has funds available to purchase anything you might need at Staples? This program is available to ALL teachers and staff. We have approximately \$120 available each month depending on how many ink cartridges we recycle each month and also on how much is spent each month.

All you have to do is:

1. List the quantity and description (and item # if you have it) below.
2. Email the form to Sue at mcasa888@gmail.com.
3. Sue will confirm receipt of your request and let you know when you'll have your order.
4. To help keep this program going, please add a note to your weekly newsletters/emails to parents to send in their empty/unused ink and toner cartridges to the school. There is a collection container in each office.
5. Any questions, please email Sue at mcasa888@gmail.com.
6. There are no limits for requests.

Teacher/Staff Name: _____

Email: _____

Grade: _____ Date: _____

Qty:	Description:	Item #:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____