Supplies Needed

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Needed | How Many On Hand | What | How Needed | Ordered | Received |
|   |  | Paper Towels |  |  |  |
|  |  |  |  |  |  |
|   |  | Soap Dispenser Refills |  |  |  |
|  |  |  |  |  |  |
|   |  | Paper Towel Dispenser Refills |  |  |  |
|  |  |  |  |  |  |
|   |  | Large Trash Bags |  |  |  |
|  |  |  |  |  |  |
|   |  | Small Trash Bags |  |  |  |
|  |  |  |  |  |  |
|   |  | Toilet Paper |  |  |  |
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|  | NOTES: |
|  | Any supplies needed that we supply can be listed here. Please check the required items here and put the list on Meaghan’s desk if supplies are low. Please write in any needed supplies that we missed on the checklist. |