

OFFICE SUPPLY FORM

STORE #

OFFICE SUPPLIES

Number	Item Name	Number	Item Name
	Applications		Crew File Folders
	Petty Cash Envelopes		Copy Paper
	Toner Cartridge		Taylor Lube
	Scotch Tape		Labels for Date Gun
	Pencils		Ink Pens
	Staples		Paper Clips
	Gift Certificates		McVoid Stamps
	Red China Markers		Dry Erase Markers
	HME Paper		AA Batteries
	Horizontal Chart Holders		Vertical Chart Holders

TRAINING SOC'S

Number	Item Name	Number	Item Name
	Assembly Breakfast		Fried Products
	Assembly Overview		Grilled Products Chicken
	Assembly Regular Menu		Grilled Products Meat
	Breakfast Meat		Hospitality
	Buns		Lot & Lobby
	Clean and Sanitary		Open Transition Production
	Close Production		Open Transition Service
	Close Service		Prepping Product Presort Bake
	Eggs		Preping Product Salad Parfait
	Drive-thru w/ store systems 2.7		Q Toast
	Drive-thru w/ store systems 2.7 & RCC		Safety
	Front Counter for store systems 2.7		Security
	Food Safety		TT Milkshakes and Soft Serve
	French Fries and Hash Browns		McSkillet Burrito w/ Sausage

BCC Materials

Number	Item Name	Number	Item Name
	BCC Cover Page		BCC Outline for instructor
	BCC Class Notes 1		BCC Class 1 Test
	BCC Class Notes 2		BCC Class 2 Test
	BCC Class Notes 3		BCC Class 3 Test
	BCC Class Notes 4		BCC Class 4 Test
	BCC Class Notes 5		BCC Class 5 Test
	BCC Class Notes 6		BCC Class 6 Test
	BCC Class Notes 7		BCC Class 7 Test
	BCC Evaluation Form		

All Office Supply requests must be made by noon on Wednesday for delivery on Friday.

No Office supply orders will be filled if Donna is on vacation.

Please keep requested amounts reasonable.

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