

Instructions for submitting janitorial and teacher supply orders to the warehouse:

1. Open the required link: Janitorial Supply Form or Teacher Supply Form.
2. Fill in School Name, Date, and name of person submitting the form.
3. Fill in quantity of requested supplies.
4. Go to upper left corner of the form window and click "File".
5. Click "Save As" and the name of the form should appear in the "File name" window.
6. Go to lower right corner and click "Save".
7. Pop-up window requesting "Confirm already exists. Do you want to replace it? Appears.
8. Click "Yes".
9. Close the supply form window.
10. In outlook, click "New Message"
11. In the "To" window, type: "WarehouseOffice".
12. Click "Attachments..."
13. Click "Browse"
14. Scroll through the items to the right and find the form Janitorial supply /Teacher supply and double-click on the icon.
15. On the left side of the screen underneath the word "Browse", click on "Attach".
16. Click on "Done".
17. The email with attachment (completed order form) should appear. Now click on "Send".

The email should be received at the warehouse for processing momentarily.

Please note that the next time you open the link, your previous order will appear. Please clear the prior quantities requested before completing a new form

Iberia Parish School Board

Janitorial Supply Form

School: _____

Date: _____

Submitted By: _____

Qty:

Qty:

_____ Ant Insecticide
_____ Broom, Parlor #26
_____ Bulb, 48" Bi-Pin Fluorescent
_____ Bulb, 48" T-8 Fluorescent
_____ Bulb, 27 Watt Mini-Twist Fluorescent
_____ Cleaner, All Purpose
_____ Dust Pan
_____ Glass Cleaner
_____ Gloves, Latex Medium
_____ Gloves, Latex Large
_____ Gloves, Latex Extra Large
_____ Handle, Dust Mop
_____ Handle, Wet Mop
_____ Lavatory Cleanser
_____ Mop Bucket and Wringer
_____ Pads, Polishing 13" White
_____ Pads, Polishing 20" Aqua
_____ Pads, Polishing 20" White
_____ Plunger, Toilet Bowl

_____ Pumice Bar
_____ Quaternary Disinfectant
_____ Soap, Hand Foam
_____ Soap, Hand Liquid
_____ Spray Bottle With Nozzle
_____ Toilet Bowl Brush
_____ Toilet Bowl Mop
_____ Toilet Tissue, Jumbo Roll
_____ Towels, Singlefold
_____ Towels, Multifold
_____ Trash Bags, Large
_____ Trash Bags, Small
_____ Trash Can, 32 Gallon
_____ Urinal Screens
_____ Vomitus Absorbent
_____ Wasp Spray
_____ Waste Basket
_____ Wet Mop Heads

Miscellaneous:

Received By: _____

Date: _____