

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
Warehouse Withdrawal Request
Teacher Supplies

School: _____ Date: _____

Submitted By: _____

Quantity
Requested:

_____ Ditto Fluid (Gallon)
_____ Copy Paper (Case)
_____ Pencils, No. 2 (Gross)
_____ Pencil Sharpeners – Adjustable

Projector Lamps:
Please Specify Type: FHS, EYB, etc...

Qty: _____ Type: _____

Miscellaneous – Please Specify:

Received By: _____

Date: _____