OFFICE OF THE COMMANDANT THE CITADEL CHARLESTON, SOUTH CAROLINA

To:	Supply Personnel	Date:
From:		Unit
Subject:	Requisition of Supplies	

Form #	Title of Form	QTY
1	Sign In Roster For Training	
2A	All-In Report	
5	Individual PT Log	
7	Change of Guard	
20	Mess Hall/Formation Announcements	
23	Inventory of Personal Belongings	
29	Incident Report	
30	Cadet Activity Sheet (Replaces Rank Board Work Sheet)	
31A	Consolidated Report (Appearance)	
31B	Consolidated Report (Room)	
34	Company Register for Official Communications	
35	Duty Roster	
43	Weekend Meal Count	
51	Request For Suspension From The Barracks	
54	Explanation of Report, Written (ERW)	
61	Weapons Count/Inventory	
78	Reduction Request	
79	Promotion Request	
97	4 th Class withdrawal Procedure	
98	Cadet Counseling for Cause	
99	Requisition of Supplies	
100	Company Transfer Request	
107A	Visitor Sign In/out Sheet	
110	Requirement to Report Hazing	
113 (1)	Murray Room Lock Form	
113 (2)	Padgett-Thomas Room Lock Form	
113 (3)	Law Room Lock Form	
113 (4)	Watts Room Lock Form	
113 (5)	Stevens Room Lock Form	

Supplies	QTY
Blue Memo Pads	
Carbon Paper	
Door Cards	
Folders, Legal/Letter	
Index Cards, 3x5/5x8	
Masking Tape	
Paper Clips, Large/Small	
Pencils	
Pens, Black/Blue/Red	
Performance Reports (PRs)	
Rubber Bands	
Scotch Tape	
Stapler	
Staples	
Thumb Tacks	
Two Hole Punch	
White Out	

Request for forms or supplies that are not listed above please fill in appropriate column. Return request by company mail folder. Order will be ready by 1630 for pick up in your respective company box located in Supply.