# Equipment Maintenance Documentation Form

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| Manila Folders |  | Highlighters |  |
| FA Folders |  | Med. Black Binder Clips |  |
| Pencils |  | Fasteners |  |
| Pens |  | AA Batteries |  |
| Staples |  | AAA Batteries |  |
| Scissors |  | Diploma Paper |  |
| Stapler |  | Gold Diploma Seal |  |
| Blue Dry Erase Marker |  |  |  |
| Black Dry Erase Marker |  |  |  |
| Small Paper Clips |  |  |  |
| Large Paper Clips |  |  |  |
| Ruled Pads |  |  |  |
| Labels |  |  |  |
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Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pending Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_