



GLADE RUN
LUTHERAN SERVICES
a bridge to a brighter future

Glade Run Lutheran Services Cottage Product Order Form

*** Unit of measure / Quantity description: When ordering, the amount shown next to each item is equal to (1). For example, if you order (1) Dust Pan, you will receive one (shown as EACH). If you order (1) 33gal Trash Bags, you will receive one box of 100 bags.

Inventory	Product	Order	Inventory	Product	Order
	Household Supplies			Kitchen Supplies	
	Appliance Bulb – (each)			Aluminum Foil – (each)	
	Can Opener – (each)			Ref. Thermometer – (each)	
	Toaster – (each)			Trash Bags	8gal (roll of 50)
	Coffee Maker – (each)				33gal (bx of 100)
	Wall Clock – (each)				60gal (bx of 100)
	Iron – (each)			5 oz. Cups – (sleeve of 100)	
	Ironing Board w/ Cover – (each)			6 oz. Cups – (sleeve of 50)	
	Broom – (each)			12 oz. Cups – (sleeve of 25)	
	Dust Pan – (each)			6” Plate – (pack of 125)	
	Mop Head – (each)			9” Plate – (pack of 125)	
	Mop Handle – (each)			Plastic Ware (bx of 1000)	Spoon
	Cleaning Rags – (each)				Fork
	Flashlight – (each)				Knife
	Scrub Brush – (each)			10 oz. Bowl – (sleeve of 50)	
				Linens	
	Clothing Hangers – (each)			Vinyl Mattress Cover – (each)	
	Bug Spray – (each)			Fitted Sheet – (each)	
	Light Bulb – (each)			Flat Sheet – (each)	
	Nightlight – (each)			Blanket – (each)	
	Soap Dispenser Refill – (each)	Acclaim		Comforter – (each)	
		Scented		Pillow – (each)	
	Paper Towel Holder – (each)			Vinyl Pillow Protector – (each)	
	Trash Can w/ lid (each)	41 Qt.		Pillow Case – (each)	
		28 Qt.		Bath Towel – (each)	
		33 Gal.		Washcloth – (each)	
	Gloves, Non-Latex (box of 100)	Large		Hand Towel – (each)	
		Medium		Kitchen Towel – (each)	
		Small		Dish Cloth – (each)	
		X-Large			
	Paper Supplies			Bathroom Supplies	
	Facial Tissue – (box)			Tub Non-Slip – (pack for 1 tub)	
	Napkins – (sleeve of 350)			Bath Mat – (each)	
	Paper Towel – (roll)			Shower Curtain – (each)	
	Toilet Paper – (roll)			Shower Hooks – (pack of 10)	
	Multifold Towels – (sleeve of 150)			Bowl Brush – (each)	
	Dispenser Roll Towels – (roll)			Stick-ups – (pack of 2)	
				Plunger – (each)	
	Batteries				
	AA Batteries – (pack of 24)			Shower Rod (each)	40”
	AAA Batteries – (pack of 24)				60”
	C Batteries – (pack of 12)				72”
	D Batteries – (pack of 12)				
	9V Batteries – (pack of 12)				

Inventory	Product	Order	Inventory	Product	Order
	<i>Laundry Supplies</i>			<i>Personal Supplies</i>	
	Laundry Bag – (each)			Comb – (each)	
	Laundry Soap – (case of 100)			Brush – (each)	
	Bleach – (each)			Pick – (each)	
	Non-Chlorine Bleach – (each)			Shampoo – (each)	
				Conditioner – (each)	
	<i>Cleaning Supplies</i>			Ethnic Shampoo – (each)	
	Brillo Pads – (box of 12 pads)			Ethnic Hair Food – (each)	
	Dishwasher Powder – (pack of 20)			Mouthwash – (each)	
	Cleanser – (each)			Toothbrush – (each)	
	Glass & Surface Cleaner – (each)			Toothpaste – (each)	
	Dishwashing Liquid – (each)			Maxi-pads – (each)	
	Furniture Polish – (each)			Tampons – (each)	
	Disinfectant Spray – (each)			Male Deodorant – (pack of 6)	
	Foaming Disinfectant – (each)			Female Deodorant – (pack of 6)	
	Oven Cleaner – (each)			Electric Razor (each)	Female Male
	Spic-n-Span – (each)			Shaving Cream – (each)	
	Bowl & Urinal Cleaner – (each)			Body Lotion – (each)	
	Neutral Floor Cleaner – (each)			Body Soap (each)	Zest Dial Ivory
	Spree Multi-Purpose – (each)			Dial Soap 7oz. Pump – (each)	
	<i>Storage Containers</i>			Liquid Soap Gal. Refill – (each)	
	Hygiene Bin – (each)	6 qt.		Foamy Sanz Sanitizer - (each)	550 ml.
		12 qt.			1 liter
	18 Gal. Storage Bin – (each)				
	Bar Soap Container – (each)				
	Toothbrush Container – (each)				
	Zip Lock Bags – (pack of 100)				

Name: _____

Signature: _____

Date: _____

Supervisor Authorization: _____
(If Required)

Cottage: _____

***All orders must be received by 9:00 am on Monday. Orders received in a timely manner may be picked up on Friday of the same week at the designated time.

***Any item not listed on this form must be requested on a Purchase Requisition and approved by your department director.

Signature of person receiving order: _____

Purchasing use only::

Date Received: _____

Order Filled By: _____

Date Order Filled: _____

Date Entered Into SNAP: _____