

**Quick Links and Resources:**

- Requesting Supplies

**Office Supplies:**

If you need office supplies, please contact Ginger ([gdoan@csi.edu](mailto:gdoan@csi.edu) or 732-6475), Lauri ([lwatkins@csi.edu](mailto:lwatkins@csi.edu) or 732-6850) or Julie Nitzel ([jnitze@csi.edu](mailto:jnitzel@csi.edu) or 732-6854) via email or phone to make your request. They place orders once per week. They can either mail the supplies to you or hold them in the office for you to pick up. You may also contact your outreach center coordinator for information regarding supplies.

Office supplies are defined as items you need while at your desk working such as paperclips, pens, staples, sticky notes, etc.

**Instructional supplies:**

If you need instructional supplies, please contact Ginger, Julie or Lauri via email or phone to make your request. They place order once per week. They can either mail the supplies to you or hold them in the office for you to pick up. You may also contact your outreach center coordinator for information regarding supplies.

Instructional supplies are defined as items you need to make your classroom instruction successful such as test sheets, dry erase markers, transparencies, etc.

**Copies:**

If you need copies, you may drop your copy work with instructions at the office with Julie, Lauri or Ginger. You may also send in your copy requests via email with complete instructions to include how many, 1-or 2-sided, color choice, stapled, three-hole punched, etc. Copy work will be kept in the office for you to pick up, or mailed inner-office mail to the appropriate outreach center. You may also contact your outreach center coordinator for information regarding their copy work policies.

**Audio/Visual Requests:**

If you have audio/visual equipment that is not already supplied in your classroom, you will need to contact the Help Desk. You may do this by calling 732-6311 between the hours of 8:00 a.m. and 5:00 p.m. After hours you may email them and [helpdesk@csi.edu](mailto:helpdesk@csi.edu). Please have the following information available when you call: your name and the department (Education Department) you work for; the type of equipment you need; date and time needed; how long you will need the equipment; and the CSI room you need to have the equipment delivered to. Please be sure to give as much notice as possible. A week's notice is preferable; anything less than a week can not be guaranteed.