

**HUTCHINSON PUBLIC SCHOOLS**

Hutchinson, Kansas

**KDG, 1st & 2nd GRADES READING CONSUMABLE XEROX ORDER FORM**

Building \_\_\_\_\_

Date Requested \_\_\_\_\_

Requested by \_\_\_\_\_

Date Needed \_\_\_\_\_

Approved by \_\_\_\_\_

Do Not  
Mark In  
This  
Column

Level	TITLE	Quantity											Total Copies	
			Decodable Reader #											
Kdg	Decodable Books													
			Page Number											
	Progress Monitoring													
			Page Number											
1st	Selection Tests													
1st	Ten Important Sentences													
			Decodable Reader #											
1st	Decodable Books													
1st			Leveled Book #											
	Leveled Books Below On Above (Circle appropriate level)													
			Page Number											
2nd	Selection Tests													
2nd	Ten Important Sentences													
			Decodable Reader #											
2nd	Decodable Books													
2nd			Leveled Book #											
	Leveled Books Below On Above (Circle appropriate level)													
<b>Grand Total</b>														

**INSTRUCTIONS TO OPERATOR:**

- \_\_\_ Front Only
- \_\_\_ Front & Back
- \_\_\_ Collated in Sets
- \_\_\_ Separate Stacks
- \_\_\_ Stapled-Upper left-hand Corner

**Directions:**

1. Do not send original copy with form.  
Originals are available in the copy room.
2. Copies ordered on this form will be charged to district reading consumables xerox budget code.

Date Received in Copyroom \_\_\_\_\_

Date Sent From Copyroom \_\_\_\_\_

**TO ORDER SEND THIS FORM TO THE COPY CENTER**