



# CLAY COUNTY SCHOOLS

P.O. BOX 120 • 242 CHURCH STREET • CLAY, WEST VIRGINIA 25043  
Telephone (304) 587-4266 • Fax (304) 587-4181 • www.claycountyschools.org

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TO: Clay County Principals

FROM: Mr. Paxton, Superintendent

SUBJECT: Spring Supply Orders for 2019-2020 School Year

DATE: April 9th, 2019

Attached is information regarding allocations for spring instructional supply orders. Amounts are the same as the last three year's amounts. As in the past, some items purchased through Kanawha County Warehouse will be staples, paper clips, binder clips, pencils, "bic" style pens in blue, red and black ink, file folders, etc.

<u>Amt</u>	<u>Recipient</u>	<u>Amt</u>	<u>Recipient</u>
\$100	Regular Teacher	\$130	Allotment -- PE Program at LIZ
\$125	Special Education Teacher	\$130	Allotment -- PE Program at HEW
\$125	Resource Teacher	\$400	Allotment -- Library at CCHS, CCMS and CES
\$350	Allotment -- Art Program at CCHS, CCMS and CES	\$200	Allotment -- Library at Big Otter
\$180	Allotment -- Art Program at Big Otter	\$160	Allotment -- Library at LIZ
\$130	Allotment -- Art Program at LIZ	\$160	Allotment -- Library at HEW
\$130	Allotment -- Art Program at HEW	\$400	Allotment -- Office at CCHS
\$350	Allotment -- Music Program at CCHS, CCMS & CES	\$300	Allotment -- Office at CCMS
\$180	Allotment -- Music Program at Big Otter	\$400	Allotment -- Office at CES
\$130	Allotment -- Music Program at LIZ	\$180	Allotment -- Office at Big Otter
\$130	Allotment -- Music Program at HEW	\$130	Allotment -- Office at LIZ
\$350	Allotment -- PE Program at CCHS, CCMS and CES	\$130	Allotment -- Office at HEW
\$180	Allotment -- PE Program at Big Otter		

**Regular Teacher** – Any Professional Educator assigned to a school, except Principal, Assistant Principal, Special Education Teacher, or Resource Teacher; includes a Pre-K aide in a Pre-K classroom with a Head Start Teacher. Also, please remind teachers to follow these ordering procedures:

- Substantial savings may be realized by using the online "Warehouse Requisition Order" for part (or all) of each Teacher Spring Order. This form is easy to use and listed at the bottom of the county website homepage under the "[Teacher Hot Links](#)" tab.
- Visit [KCS Warehouse](#) and navigate to the category of supplies that you need. A page with popular categories has been added for your convenience. Add the items to the Warehouse Requisition Form and submit to your principal. Prices through the warehouse are "rock bottom" prices! Alternatively, you may print the "Warehouse Requisition Order" and fill out by hand.
- We are not recommending the use of "School Specialty" as a vendor, due to processing and billing issues that continue to occur. However, if you need to order from them, no problem – go for it.
- Include shipping charges on all orders, except for "Online Warehouse Orders". A pink requisition MUST BE completed for each company you order from, except for "Online Warehouse Orders". Be sure to turn in ALL ORDERS TO THE PRINCIPAL by the date specified.
- Teachers should keep a copy of their orders for their records prior to turning them in to the school principal.
- All orders are to be turned in to the school principal as part of check-out by June 5th, 2019.

## **KCS Warehouse Catalog Home Page**

<http://apps.kana.k12.wv.us/WarehouseCatalog>

### **Popular Categories for Teachers**

<http://apps.kana.k12.wv.us/WarehouseCatalog/Category/10> - ART

<http://apps.kana.k12.wv.us/WarehouseCatalog/Category/45> - Supplies

<http://apps.kana.k12.wv.us/WarehouseCatalog/Category/68> - Office and Classroom

<http://apps.kana.k12.wv.us/WarehouseCatalog/Category/70> - Pens, pencils and markers

<http://apps.kana.k12.wv.us/WarehouseCatalog/Category/38> - Physical Education Supplies

<http://apps.kana.k12.wv.us/WarehouseCatalog/Category/72> - Protective

<http://apps.kana.k12.wv.us/WarehouseCatalog/Category/77> - Writing

<http://apps.kana.k12.wv.us/WarehouseCatalog/Category/12> - Batteries

<http://apps.kana.k12.wv.us/WarehouseCatalog/Category/55> - Construction Paper

<http://apps.kana.k12.wv.us/WarehouseCatalog/Category/59> - Envelopes

<http://apps.kana.k12.wv.us/WarehouseCatalog/Category/23> - Flags

<http://apps.kana.k12.wv.us/WarehouseCatalog/Category/26> - Gloves

<http://apps.kana.k12.wv.us/WarehouseCatalog/Category/37> - Paper