

Pick Up Date _____

teacher's name	# of BT Kits	LB/amp Sleeves Needed	LB Sleeves	# labels	Labels created for media sleeves (date, per, & initials)	Assigned media sleeves (date, per, & initials)
Totals:	# BT Kits:	# LB/amp sleeves:	# LB Sleeves:	All media assigned and ready for pickup: (date, per, initials)		
# Teachers for BT			# ½ LB Sleeves:			

Total # of teachers for BT	# stabs needed	Noninoculated LB stabs in stock	QC LB stabs in stock	All stabs assigned and ready for pickup: (date, per, initials)	Minimum of 10 stab stock in reserve: (date, per, initials)

(stabs needed = teachers + 10 reserve)

Calculations

BT: LB # sleeves = (# kits x ½) + 1/2

PP: #Lawns sleeves = #kits x 1/2 PP: LB/amp # Sleeves = # of kits

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teacher's name	# of PP kits	# LB/amp Sleeves Needed	# colored lawn sleeves needed	# labels	Labels created for colored lawns (date, per, & initials)	assigned colored lawns (date, per, & initials)
Total LB/Amp sleeves needed:					All lawns assigned and ready for pickup: (date, per, initials)	
Full Sleeves colored lawns needed:						
Half Sleeves colored lawns needed:						

Teacher Signature _____

Initial Teacher Data Uploaded onto shared spreadsheet _____ Date _____

Starting Stock Updated onto shared spreadsheet _____ Date _____

OF Teacher Data Updated onto shared spreadsheet _____ Date _____

Calculations

BT: LB # sleeves = (# kits x ½) + 1/2

PP: #Lawns sleeves = #kits x 1/2 PP: LB/amp # Sleeves = # of kits