# OFFICE SUPPLIES REQUEST FORM

**Fill out all the following information and have all levels of approval prior to submitting form to Purchasing or it will be return**

| ACCT. # | DATE | COST CENTER AND ACCOUNT NO: | DEPARTMENT NAME: |
|---|---|---|---|
| **108247** | | | |

| REQUESTOR'S NAME (please print): | DELIVER TO BUILDING: | ROOM | FLOOR |
|---|---|---|---|
| | | | |

| DEPARTMENT APPROVAL: | DATE APPROVED: | DEAN/VP APPROVAL: | DATE: APPROVED: |
|---|---|---|---|
| | | | |

| ITEM# | DESCRIPTION | U/M | QTY |
|---|---|---|---|
| **INKJETS, TONERS, COMPUTER SUPPLIES** | | | |
| 2739 | BRT-TN5000PF Toner Faxlaser | Ea | |
| 2669 | CNM-BX3, B540,550 Fax Cart. | Ea | |
| 2715 | HEW-51626A (hp26) | Ea | |
| 2725 | HEW-51645A, (hp45) | Ea | |
| 2705 | HEW-92298A, Toner-4, 4m, 4+, 5 | Ea | |
| 2722 | HEW-C1823D, (hp23) | Ea | |
| 2713 | HEW-C3903A, Toner | Ea | |
| 2714 | HEW-C3909A, Toner | Ea | |
| 2703 | HEW-C4127X, Toner | Ea | |
| 2699 | HEW-C4182X, Toner | Ea | |
| 2726 | HEW-C6578DN, (hp78) | Ea | |
| 2689 | HEW-C6614DN, (hp20) | Ea | |
| 2690 | HEW-C6615DN, (hp15) | Ea | |
| 419 | IMN-12882, Disk 3.5, DS-DD IBM Frmt | Ea | |
| 420 | IMN-12881, Disk 3.5, DS-HD IBM Fmt | Ea | |
| 425 | IOM-10021, Zip Disk, 100 mb, 3-pack | Ea | |
| **POST-ITS, PADS:** | | | |
| 1278 | MMM-6569-YW, 2x3 Post it, Yellow | Ea | |
| 1285 | MMM-6549-YW, 3x3 Post It, Yellow | Ea | |
| 1288 | MMM-6559-YW, 3x5 Post It, Yellow | Ea | |
| 1252 | ONE-7525, Pad, Ltr, Ruled, White | Ea | |
| 1235 | ONE-7501, Pad, 5x8, Ruled, Canary | Ea | |

| ITEM# | DESCRIPTION | U/M | QTY |
|---|---|---|---|
| **ENVELOPES, FILING, PAPER:** | | | |
| 621 | QUA-63561, Interoffice Envelope 10x13 | Bx/100 | |
| 622 | WEV-C0860, Interoffice Envelope, 5x11.5 | Bx/500 | |
| 791 | ESS-81601, Hanging Folder, 1/3 cut, Ltr | Bx/25 | |
| 774 | ESS-752-1/3, Manila Folder, 1/3 cut, Ltr | Bx/100 | |
| 1304 | 8-1/2x11, Copy Paper, White | Case | |
| 1311 | 8-1/2x14, Copy Paper, White | Case | |
| 1290 | HPG10330-9, 8-1/2x11, Copy paper, Blue | Rm | |
| 1292 | HPG10334-1, 8-1/2x11, Copy paper, Canary | Rm | |
| 1294 | HPG10336-6, 8-1/2x11, Copy paper, Green | Rm | |
| 1297 | HPG10338-2, 8-1/2x11, Copy paper, Pink | Rm | |
| 1296 | HPG10317-6, 8-1/2x11, Copy paper, Ivory | Rm | |
| 192 | ONE40015, Binder, View, 1.5", White | Ea | |
| **WRITING MATERIAL:** | | | |
| 2060 | SAN-60101, Uniball Pen, Fine, Black | Dz | |
| 2064 | SAN-60103, Uniball Pen, Fine, Blue | Dz | |
| 2070 | SAN-60151, Uniball Pen, Xfine, Black | Dz | |
| 2072 | SAN-60153, Uniball Pen, Xfine, Blue | Dz | |
| 1792 | PAP-96101, Papermate, Flexgrip, Med, Blue | Dz | |
| 2000 | PAP-33111, Papermate, Stick, Med, Black | Dz | |
| 2002 | PAP-33333, Papermate, Stick, Med, Blue | Dz | |
| 2051 | PAP-86311, Papermate, Marker, Flair, Black | Dz | |
| 2027 | PAP-12132, Pencil #2 | Dz | |

| ITEM# | DESCRIPTION | U/M | QTY |
|---|---|---|---|
| **TAPES, STAPLES, CLIPS, FASTENERS, ADHESIVE, LABELS:** | | | |
| 1707 | MMM81034x1296, Scotch Tape | Roll | |
| 1714 | MMM-C38BK, Tape Dispenser, Black | Ea | |
| 1717 | MMM37502x60TT, 2" Core Sealing Tape | Ea | |
| 1725 | MMM-HB903, Sealing Tape Dispenser | Ea | |
| 1605 | SWI-40701, Stapler, Black | Ea | |
| 1614 | ONE-30340, Standard Staples | Bx | |
| 313 | ONE-32711, Paper Clips, #1, Small | Bx | |
| 321 | ONE-30420, Small Binder Clips | Dz | |
| 1005 | AVE-5160, Avery 5160 Labels, WT 2-5/8x1 | Bx | |
| **MISCELLANEOUS:** | | | |
| 860 | RAY-8248C, AAA, Batteries | Pk/8 | |
| 865 | RAY-8154, AA Batteries | Pk/4 | |
| 483 | PAP-28411, Correction Fluid, White | Ea | |
| 2205 | PMC-8677, Add Roll, 2.25"x150', | Ea | |
| 2412 | Roll Call Books | Ea | |
| 290 | ONE-33510, Glue Stick | Ea | |
| 2427 | ONE-30130, Scissors - 8" | Ea | |

***ADDITIONAL ITEMS:***

| QTY | U/M | STOCK # | DESCRIPTION | PRICE | PAGE |
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