

# Clerical Supply Request

Name \_\_\_\_\_

Budget # \_\_\_\_\_

Admin/Dean \_\_\_\_\_

Category	Description	Qty.	Limit
<b>Binders</b>	Ring 1"		3
	Ring 2"		3
<b>Dividers</b>	Clear or Color		5
<b>Calendar</b>	Desk Pad 17x22		2
<b>Cards, Index</b>	3x5, white pkg. of 100		2
	3x5, color, pkg. of 100		2
	4x6, white, pkg. of 100		2
<b>Chalk</b>	Dustless white box		1
<b>Clipboards</b>	Letter size		2
<b>Corr. Fluid</b>	White, all purpose		2
<b>Envelopes</b>	Inter-Office		10
	Manila, 6x9		100
	Manila, 9x12		100
	Manila, 10x13		100
	#10 white		500
	#10 SAC		500
<b>Erasers</b>	Pencil		2
	White board eraser		1
<b>File Folder</b>	Manila, letter		100
	Manila, legal		100
	Hanging, letter		25
	Hanging, legal		25
<b>Letterhead</b>	SAC 8.5x11 letterhead		500
<b>Misc. Office</b>	Message/telephone pad		5
	Transmittal or action pad		5
	Moistener, sponge tip		2
	Sort-quick, tacky finger		2
	Sheet protectors		10

Category	Description	Qty.	Limit
<b>Note Pads</b>	Post-it 3x3		4
	Post-it 1.5x2		4
<b>Pads, Writing</b>	Steno, spiral		2
	Letter, yellow		2
	Ruled filler pkg		2
<b>Paper clips</b>	Regular box		3
	Jumbo box		3
<b>Pencils</b>	#2		12
<b>Pens</b>	Ballpoint- medium point		6
	Rolling writer - fine point		6
<b>Markers</b>	Expo dry erase markers		6
	Highlighter		6
	Marking, thin tip		6
	Marking, thick tip		6
	Overhead trans., vis-ed		6
	Sharpies		6
<b>Pins</b>	Push / map		1
<b>Rubber Bands</b>	#19 & #33 1/4lb bag		1
<b>Rule</b>	12" wood		2
<b>Scissors</b>	8" light-weight		2
<b>Stapler</b>	Desk style		1
<b>Staples</b>	Staples, bx		1
<b>Staple Remover</b>	Staple Remover		2
<b>Tape Dispenser</b>	Hand-held		2
<b>Tape, Scotch</b>	3/4" wide, 1" core		2
<b>Tape, Masking</b>	1" wide		1

Recieved By: \_\_\_\_\_

Date: \_\_\_\_\_