

Paper Supplies Request Form

Name _____ Room _____ Date _____
 Administrator/Budget Supervisor _____ Index/Org Code _____

Please allow at least four days for delivery from the date this request is received by Central Receiving

Item	Qty	U/M	Description	Price	Total
801		each	Envelopes: Kraft - 9 1/2 x 12 1/2	\$0.10	
802		each	Envelopes: Kraft - 11 1/2 x 14 1/2	\$0.09	
810		box	Letterhead Envelopes: Low Window (500)	\$25.65	
811		box	Letterhead Envelopes: No Window (500)	\$25.54	
814		each	Letterhead Envelopes: 6 x 9	\$0.06	
812		each	Letterhead Envelopes: 9 x 12	\$0.11	
813		ream	Letterhead Paper	\$22.30	
820		ream	Paper: 8 1/2 x 11 - White	\$3.30	
821		ream	Paper: 8 1/2 x 11 - Blue	\$4.11	
822		ream	Paper: 8 1/2 x 11 - Buff	\$4.01	
823		ream	Paper: 8 1/2 x 11 - Canary	\$4.12	
824		ream	Paper: 8 1/2 x 11 - Goldenrod	\$3.97	
825		ream	Paper: 8 1/2 x 11 - Green	\$4.12	
826		ream	Paper: 8 1/2 x 11 - Pink	\$4.07	
827		ream	Paper: 8 1/2 x 11 - Salmon	\$4.09	
840		ream	Paper: 8 1/2 x 14 - White	\$5.61	
860		ream	Paper: 11 x 17 - White	\$8.05	
882		set/10	Kalamazoo Valley Black Pocket Folders	\$11.20	
TOTAL					