

Office Supply Request Form

Please allow 48 hours for the request to be filled. I will call you when your request is filled.
Thank you. Leila

Name: _____

Phone Number: _____

Date Requested: _____

~PLEASE NOTE QUANTITIES AND REQUEST ACCORDINGLY~

<u>Item</u>	<u>Quantity</u>
College Letterhead (sheet)	
College Envelopes #10 (each)	
College Address Labels (each)	
Kraft Envelopes 9x12 (each)	
Manila Folders (each)	
Used Manila Folders (each)	
Hanging Folders (each)	
Blue Pens – Medium Point (each)	
Black Pens – Medium Point (each)	
Red Pens – Medium Point (each)	
#2 Pencils (box of 12)	
3 x 5 Index Cards Ruled (pack of 100)	
Whiteboard Markers, (Specify color and qty) BLACK, BLUE, RED (EACH)	
Whiteboard Erasers (each)	
Scotch Tape (roll)	
5 x 8 Note Pad (each)	
Steno Note Pad (each)	
8 ½ x 11 Note Pad (each)	
Post It Notes (3 x 3) (each)	
Scratch Pad (each)	
Rubber Bands – Assorted sizes	
Staples (box)	
Paper clips (box of 100) – small or large (each)	
Binder Clips – small (each)	
Binder Clips – medium (each)	
Binder Clips – large (each)	
3 Ring Binder 1” (each)	
3 Ring Binder 2” (each)	
3 Ring Binder 3” (each)	
Stapler (each)	
Tape Dispenser (each)	
Staple Remover (each)	
Other	