

## PVCC Supply Room Request Form

### Binder, Ring

1 Inch: Each \_\_\_\_\_

1 ½ Inch: Each \_\_\_\_\_

2 Inch: Each \_\_\_\_\_

### Calendar

Base: Each \_\_\_\_\_

Refill: Each \_\_\_\_\_

### Clips, Paper

#1: Box/100 \_\_\_\_\_

Giant: Box/100 \_\_\_\_\_

Binder Small: 12/Box \_\_\_\_\_

Binder Medium: 12/Box \_\_\_\_\_

Binder Large: 12/Box \_\_\_\_\_

### Correction Fluid

White: Each \_\_\_\_\_

### Envelopes

Clasp 9x12: Box/100 \_\_\_\_\_

Clasp 10x13: Box/100 \_\_\_\_\_

Interdepartmental: Each \_\_\_\_\_

Plain White Box/250 \_\_\_\_\_

Postage Paid: Box/250 \_\_\_\_\_

PVCC With Window: Box/250 \_\_\_\_\_

PVCC Without Window: Box/250 \_\_\_\_\_

### Folders, Letter

Hanging: Box/25 \_\_\_\_\_

Manilla 1/3 Cut: Box/100 \_\_\_\_\_

### Frame, Letter

Hang Metal: Each \_\_\_\_\_

### Labels, Laser Printer

Clear 5662: 700/Box \_\_\_\_\_

White 5162: 1400/Box \_\_\_\_\_

### Letter Opener

Each \_\_\_\_\_

**Requested by:**

\_\_\_\_\_  
(Please print legibly)

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

**Division Approval:** \_\_\_\_\_

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

**Deliver to Room Number:** \_\_\_\_\_

**Note:** If an item does not appear on this form, it is not stocked in the B&G Department. Items not on this form must be ordered through a departmental requisition and sent to the Business Office for processing.  
bbb

### Pads

Steno: Each \_\_\_\_\_

White 5x8: Pkg/12 \_\_\_\_\_

White Letter 8 ½ x 11: Pkg/12 \_\_\_\_\_

### Paper, PVCC Letterhead

Ream: \_\_\_\_\_

### Paper, Recycled Copy

Ream: \_\_\_\_\_

### Post-It Notes

1 ½ x 2: Each \_\_\_\_\_

3x3: Each \_\_\_\_\_

3x5: Each \_\_\_\_\_

### Protector Sheets

Box/25 \_\_\_\_\_

### Rubber Bands

#12: Box \_\_\_\_\_

#33: Box \_\_\_\_\_

### Ruler

12 Inch: Each \_\_\_\_\_

### Scissors

Each \_\_\_\_\_

### Staple Products

Stapler: Each \_\_\_\_\_

Staples: Box \_\_\_\_\_

Staple Remover- Hand: Each \_\_\_\_\_

Staple Remover-Wall (Claw Type): Each \_\_\_\_\_

### Tape Products

Dispenser: Each \_\_\_\_\_

¾ Inch: Each \_\_\_\_\_

### Thumbtacks

Box/100 \_\_\_\_\_

### Writing Instruments

Highlighter Multicolor Fine: Pack \_\_\_\_\_

Highlighter, Yellow Chisel: Pack \_\_\_\_\_

Pencils - #2: Box/12 \_\_\_\_\_

Pens - Black: Box/12 \_\_\_\_\_

Pens - Blue: Box/12 \_\_\_\_\_

Pens - Red: Box/12 \_\_\_\_\_

Permanent Black Fine: Box/12 \_\_\_\_\_

Permanent Black Medium: Box/12 \_\_\_\_\_

Permanent Blue Medium: Box/12 \_\_\_\_\_

Whiteboard Black Markers: Box/12 \_\_\_\_\_

Whiteboard Color Markers: Box/6 \_\_\_\_\_

Whiteboard Eraser: Each \_\_\_\_\_

Whiteboard Wipes: Container \_\_\_\_\_