



# Office Supplies Request

Date

Account Number (required)

Requestor (required)

**Final Total**

Department

Budget Officer (required if more than \$50)

**Notes**

Most orders will be filled on the same day.  
 Items not listed must be requested using a requisition form.  
 Prices are averages, actual cost is used for billing

QTY	Item (unit)	Price	QTY	Item (unit)	Price
<b>Paper Supplies</b>			<b>Paper Clips</b>		
	Meeting Notebook	\$9.15		Small (box)	\$0.30
	Junior Legal Pads	\$1.16		Large (box)	\$0.50
	Legal Pads	\$1.60		<b>Subtotal</b>	
	Index cards 3x5	\$1.00	<b>Binder Clips</b>		
	Index cards 4x6	\$1.15		Small (box)	\$1.00
	Letterhead (per 50 sheets)	\$3.00		Medium (box)	\$3.60
	Sheet Protectors (Box)	\$9.90		Large (box)	\$4.25
	File Folders (box of 100)	\$5.00		<b>Subtotal</b>	
	<b>Subtotal</b>		<b>Tape</b>		
<b>Envelopes</b>				Refill (roll)	\$0.75
	Regular (box)	\$48.00		Packaging (roll)	\$3.00
	Business Reply (box)	\$12.75		Tape Dispenser	\$3.00
	Window (box)	\$20.00		<b>Subtotal</b>	
	6" x 9" Catalog (box)	\$36.00	<b>Computer Accessories</b>		
	Note cards with envelopes	\$10.20		Ink cartridge	Vary
	A2 Printed Envelopes (box)	\$28.30		Mouse	\$30.00
	Large (each)	\$0.12		Mouse Pad	\$4.50
	<b>Subtotal</b>			Flash Drive 16GB	\$9.00
<b>Post-it-Notes</b>				Power Duster	\$4.00
	1" x 2" (pad)	\$0.25		Webcam	\$55.00
	3" x 3" (pad)	\$0.35		CD-RW	\$1.50
	3" x 5" (pad)	\$0.50		<b>Subtotal</b>	
	Large colored post its	\$3.15	<b>Miscellaneous</b>		
	<b>Subtotal</b>			White-Out Tape	\$2.85
<b>Writing Instruments</b>				White-Out Liquid	\$1.00
	Pens BIC / Papermate(dozen)	\$1.80		Staples (box)	\$0.75
	Pencils (box)	\$1.00		Staple Remover	\$0.65
	Gel Pens Uniball (each)	\$0.75		Stapler	\$8.00
	Gel Pens Sharpie Roller	\$1.70		Pencil Holder	\$8.50
	Highlighter (each)	\$0.75		Kleenex (box)	\$2.00
	Overhead Markers (Pkg)	\$4.00		Scissors	\$2.00
	Dry Erase Markers (each)	\$1.50		Letter Sealer	\$1.00
	Permanent Markers (each)	\$1.00		Batteries AA	\$5.37
	<b>Subtotal</b>			Case of Water	\$9.60
				3 Ring Binder	\$3.00
				Dividers	\$2.45
				Hanging Folders (box)	\$5.50
				Easel Pad	\$34.75
				Apperson forms (each)	\$0.08

**Subtotal**

**Final Total**

Last updated: 5/19/2023