

CENTRAL SUPPLY STOCK ITEMS REQUISITION



The New School
 Graduate Faculty
 Milano
 Parsons

Eugene Lang College
 Mannes
 School of Dramatic Arts

Return to:
MAIL & DUPLICATING
 55 West 13th Street, Lower Level

DATE	DELIVER TO DEPT.
DEPT. BUDGET #	ADDRESS
REQUESTED BY	ROOM #
AUTHORIZED SIGNATURE	ATTENTION

QUANTITY	ITEM	CHARGE
	Petty Cash Voucher	NC
	Check Disbursement – Mannes	NC
	Check Disbursement – New School	NC
	Supply Request	NC
	Reproduction Request	NC
	Return Mail Film Form	NC
	Purchase Requisition – Mannes	NC
	Purchase Requisition – New School	NC
	Travel Requisition	NC
	Travel Expense Report	NC
	Memo Sheets	NC
	Catering Contract	NC
	Duplicating Manual	NC
	Administrative Services Manual	NC
	Travel Manual	NC
	Announcement Paper	NC
	New School Stationery Letterhead	500 @ \$23.00
	New School 2nd Sheets	500 @ \$20.00
	New School #10 White Wove	500 @ \$12.00
	New School #10 Window	500 @ \$14.00
	New School #10 Indicia 6543	500 @ \$12.00
	New School #10 Business Reply	500 @ \$12.00
	Reams of Colored Paper	\$5.00