


**OFFICE SUPPLIES REQUISITION**

DATE: <b>02/28/00</b>	REQUESTED BY: <b>JANE DOE</b>	DEPT. BUDGET #: <b>200000</b>	AUTHORIZED BY: 	REQ. #: <b>ABC</b>
SHIP TO DEPT.: <b>FILM</b>	SHIP TO ADDRESS: <b>Street, City, State, Zip</b> <b>66 WEST 12<sup>th</sup> ST., NYC 10011</b>	ROOM: <b>200</b>	ATTENTION: <b>JOHN SMITH</b>	PHONE #: <b>555-1234</b>

ITEM	QTY	UNIT	DESCRIPTION	ITEM	QTY	UNIT	DESCRIPTION	ITEM	QTY	UNIT	DESCRIPTION
0010		EA	Battery, Duracell, AA	0470		RX	Folders, Hanging, Legal, 15 Cut	1000		DZ	Pens, Bic Biro, Medium Point, Black
0020		PK	Batteries, Duracell, AAA	0490		EA	Glue Stick, Large	1010		EA	Pen, Stylus
0030	6	EA	Binder, Acco, 1" Capacity, Black	0550		BX	Labels, Copier, 1-3/8 x 2-13/16	1020		DZ	Pencils, Ecowerter
0040		EA	Binder, Ring, 1" Capacity, Black, w/LH	0570		BX	Labels, File Folder, Dk. Blue	1030		BX	Pencils, Golf
0050		EA	Binder, Ring, 1-1/2" Capacity, Black, w/LH	0580		BX	Labels, File Folder, Dk. Red	1040		BX	Pendaflex Hanging Folders
0060		EA	Binder, Ring, 2" Capacity, Black, w/LH	0590		BX	Labels, File Folder, G	1050		PK	Pendaflex Inserts, 100/Pk
0070		EA	Binder, Ring, 3" Capacity, Black, w/LH	0600		BX	Labels, File Folder, L	1060		BX	Pendaflex Tabs, 25/Bx
0080		EA	Binder, Data, 14-7/8 x 11, Dk. Blue	0610		BX	Labels, File Folder, O	1070		DZ	Post-It Notes, 1-1/2 x 2
0090		EA	Binder, Ring, 3" Capacity, Black, w/LH	0620		BX	Labels, File Folder, P	1080	2	DZ	Post-It Notes, 3 x 3
0100		EA	Book, Roll	0630	2	BX	Labels, File Folder, R	1090		DZ	Post-It Notes, 2 x 5
0110		DZ	Books, Steno, White, Green Ruled	0640		BX	Labels, File Folder, S	1100		BX	Ribbon, Genicom, IBM Lb-Of, 6/Bx
0120	6	EA	Book, Telephone Message	0650		BX	Labels, File Folder, T	1110		EA	Ribbon, Genicom, IBM, 12/Bx
0130		C	Cards, Index, 3 x 5, Ruled	0660		EA	Labels, File Folder, U	1120		EA	Ribbon, IBM, 1/Bx
0140		BX	Cards, 3 x 5, Laser	0670		EA	Labels, File Folder, V	1130		EA	Ribbon, IBM Wheelwriter Lb-Of
0150		BX	Cards, Rolodex	0680		EA	Labels, File Folder, W	1140		EA	Ribbon, IBM Wheelwriter, H-Yield
0160		BX	Chalk, Alpha White	0690		EA	Labels, File Folder, X	1150		BX	Rubber Bands, 1/8", 1/4 Lb/Bx
0170		BX	Chalk, Assorted Colors	0700		EA	Labels, File Folder, Y	1160		BX	Rubber Bands, 1/4", 1/4 Lb/Bx
0180		BX	Clamps, Paper, Large	0710		DZ	Markers, Fine Line, Black	1170		EA	Rubber Corners, 4 Oz.
0190		DZ	Clips, Binder, S	0720		DZ	Markers, Fine Line, Blue	1180		EA	Ruler, 12", Soft
0200		DZ	Clips, Binder, S	0730		EA	Markers, Fine Line, Red	1190		EA	Scissors, 8"
0210		DZ	Clips, Binder, L	0740		EA	Marker, Highlighter, Green	1220		EA	Stamp Pad, Black
0220		C	Clips, Paper, #1	0750		EA	Marker, Highlighter, Orange	1230		EA	Staple Remover
0230	2	C	Clips, Paper, Gert	0760		EA	Marker, Highlighter, Pink	1240		EA	Stapler, Swingline
0240		EA	Clipboard, Letter	0770	12	EA	Marker, Highlighter, Blue	1250	3	BX	Staples, Swingline
0250		BX	Covers, Duo-Tang, Brief	0780		DZ	Marker, Highlighter, Yellow	1260		RL	Tape, Adding Machine, 2-1/4", White
0260		BX	Covers, Duo-Tang, Portfolio	0790		DZ	Markers, Uniball, Black	1270		RL	Tape, Gummed, 3", Kraft
0270		EA	Dictionary	0800		EA	Markers, Uniball, Blue	1280		RL	Tape, Magic, 1/2", MMM
0300		BX	Diskettes, 3M, 3-1/2", DS/HD	0810		DZ	Mouse Pad, 10-3/4 x 8-1/2	1290		RL	Tape, Magic, 3/4", MMM
0310		EA	Dispenser, Tape	0820		DZ	Pads, Letter, Ruled, White	1300		RL	Tape, Masking, 3/4"
0320		EA	Eradicator, Liquid Paper, White	0830		DZ	Pads, Letter, Ruled, White	1310		RL	Tape, Plastic Sealing
0330		EA	Eradicator, Liquid Paper, Just for Copies	0840		DZ	Pads, Letter, Perforated, White	1320		EA	Treasurer
0340		EA	Eraser, Chalk Board	0850		DZ	Pads, Legal, Perforated, White	1330		EA	Mega Sorter, #ROG 48015, Black
0350		PK	Exam Books, 50/Pk	0860		DZ	Pads, Jr. Legal, White	1340		EA	Tray, Dishette, 5-1/4", Black/Smoke
0360		EA	File, Telephone, Rolodex	0870		DZ	Pads, Scratch, 4 x 6, White, 50 Shrs/Pd	1350		EA	Tray, Dishette, 3-1/2", Black/Smoke
0370		CT	Files, Transfer, Letter	0880		EA	Pads, Telephone Message, Pink	1360		EA	Wastebasket
0380		CT	Files, Transfer, Legal	0890		EA	Padded Shipper, #3, 8-1/2 x 14-1/2	1370		PK	Wipes
0390	1	BX	Folders, Letter, 1/3 Cut, Blue	0900		EA	Padded Shipper, #5, 10-1/2 x 16	1372		EA	Toner Cart, HP DeskJet, Black, #51626A
0400		BX	Folders, Letter, 1/3 Cut, Br Green	0910		CT	Padded Shipper, #7, 14-1/4 x 20	1374		EA	Whist Rest, Gel Filled
0410		BX	Folders, Letter, 1/3 Cut, Orange	0920		CT	Paper, Copy, 8-1/2 x 14, 5 M/Cm				NEW SCHOOL PRINTED ITEMS
0420	1	BX	Folders, Letter, 1/3 Cut, Red	0950		DZ	Paper, Copy, 8-1/2 x 14, 5 M/Cm	1380		BX	Envelopes, #10, Confidential
0430		BX	Folders, Letter, 1/3 Cut, Yellow	0960		DZ	Pens, Bic Biro, Fine Point, Blue	1390		C	Envelopes, Interoffice
0440		BX	Folders, Letter, 1/3 Cut, Manila	0970		DZ	Pens, Bic Biro, Fine Point, Black	1400		BX	Envelopes, Interoffice, Button & String
0450		BX	Folders, Legal, 1/3 Cut, Manila	0980		DZ	Pens, Bic Biro, Fine Point, Red	1470		C	Labels, Mailing, Gummed
0460		BX	Folders, Hanging, Letter, 1/3 Cut	0990		DZ	Pens, Bic Biro, Medium Point, Red	1480	1	PK	Requisitions, 2-Part
							Pens, Bic Biro, Medium Point, Blue				

BX = BOX C = HUNDRED CT = CARTON DZ = DOZEN LB = POUND M = THOUSAND PD = PAD PK = PACK RL = ROLL RM = REAM ST = SET TB = TUBE

**NON-LISTED OR OPEN CATALOG ITEMS**

QTY.	UNIT	STOCK #	DESCRIPTION	PAGE #
3	RL	MMM3842	SCOTCH TEAR-BY-HAND TAPE	655
2	BX	AVE05163	AVERY LASER LABELS, 2" x 4"	610