

Solano Community College - GRAPHICS DEPARTMENT

Requisition for Paper/Toner Supplies

(Send requisition to Graphics, Room 124)

Banner Budget Code		
Originator _____	Ph.Ext. _____	Date _____
Budget Manager Approval _____		Date _____
<input type="checkbox"/> Will Call-Customer Pickup in Graphics		Deliver to Rm # _____ (Carton Orders Only)

Supply List

QUANTITY ORDERED	ITEM DESCRIPTION	UNIT OF ISSUE	Unit Price	QUANTITY ISSUED	Total
1	Label, Mailing - printed w/SCC Address, pkg of 50	PKG	5		
2	Envelope #10 SCC Return Address, White no window, Box of 500	BOX	23.25		
3	Envelope #10 SCC Return Address White with window, Box of 500	BOX	28.25		
4	Envelope #9 Business Reply Mail, Box of 500	Box	18.50		
5	Envelope #9 Business Reply Mail, Pkg of 50	PKG	1.85		
6	Stationary SCC Letterhead 20lb, Pkg of 100	PKG	4.62		
7	Stationary SCC Memo 20lb, PKG of 100	PKG	4.62		
8	Paper, Multipurpose 8.5" x 11" White 20lb 500 sht.per ream/ 10 ream per case	REAM	3.00		
9	Paper, Multipurpose 8.5" x 11" Color 20lb 500 sht.per ream - Specify color: Green	REAM	4.75		
10	Paper, 3-HOLE PUNCHED , Multipurpose 8.5"x 11" White 20lb, 500 sht.per ream/ 10 ream per case	REAM	4.35		
11	Paper, Multipurpose 8.5" x 14" White 20lb 500 sht.per ream/ 10 ream per case	REAM	5.75		
12	Paper, Multipurpose 8.5" x 14" Color 20lb 500 sht.per ream - Specify color:	REAM	6.50		
13	Paper, Multipurpose 11" x 17" White, 20 lb 500 sht. per ream	REAM	19.50		
14	Paper, Multipurpose 11" x 17" White, 70lb 500 per ream	REAM	26.50		
15	Paper, Multipurpose 11" x 17" Color, 60lb 500 per ream Specify color:	REAM	18.00		
16	Form, Purchase Requisition	EA	N/C		
17	Form, Office Supply Requisition	EA	N/C		
18	Special Order paper	SHEET			
19	Toner Cartridge for Printers - please specify below Printer Make/Model number Dell 2330DN # of black = 1 # of tri-color	EA ea	varies		
	# of cyan # of magenta # of yellow				
20	Total Order Charges				

Supplies Received By _____ Comments: _____ _____	Issued By: _____ Date: _____
Post to: Supplies 1100-3040-8890-000000	
\$ _____	

Revised 08/09

Distribution: Graphics - Accounting - Delivery