



NOTE: There is a 48-72 hour delivery time on supplies. All other supplies not listed on this form, must be ordered with a requisition (see Purchasing for the current office supply company). Requisitioned orders will follow standard purchase order procedures. Instructional supplies will be charged to the individual departments. Petty cash receipts will not be processed for office supplies unless pre-approved by purchasing prior to purchase.

FILL APPROPRIATE AREA—SIGN & ATTACH TO A NEW FACILITIES SERVICE TICKET IN MY SERVICES

Adding Machine Supplies	QTY	Black Fine Perm. Markers		Staples	
2 ¼" Tape		Red Fine Perm. Markers		Stapler	
Calculator Ribbons		Black Perm. Chisel Markers		Staple Remover	
Instructional Supplies	QTY	Red Perm. Chisel Markers		Tape	
Blue Grade Books		Green Dry Erase Markers		Tape Dispenser	
Transparency Supplies	QTY	Red Dry Erase Markers		2" Packing Tape	
Film		Black Dry Erase Markers		White Board Cleaner/Gallon	
Black Pens		Blue Dry Erase Markers		White Board Erasers	
Blue Pens		Envelopes	QTY	Chalk Board Erasers	
Green Pens		5x8 Note Card/Envelope		White Chalk	
Red Pens		6x9 White Booklet		Yellow chalk	
Notepads	QTY	9x12 w/ Return Address		Overhead Bulbs ENX/FXL	
11" Legal Pads		10x13 White w/ Return Add		White Out	
14" Legal Pads		#10 Business Reply		Duplicating Supplies	QTY
8" Legal Jr. Pads		#10 w/ Return Address		8 ½ x 11 Blue Paper	
Steno Pads		#10 w/ Return Add/Window		8 ½ x 11 Buff Paper	
Filing Supplies	QTY	#10 Shared NC/OSU		8 ½ x 11 Cherry Paper	
Hanging File Folders		#10 Shared OSU/NC		8 ½ x 11 Gold Paper	
Manila File Folders		General Supplies	QTY	8 ½ x 11 Gray Paper	
Clear Tabs		Large Binder Clips		8 ½ x 11 Green Paper	
Blue Tabs		Medium Binder Clips		8 ½ x 11 Ivory Paper	
Green Tabs		Small Binder Clips		8 ½ x 11 Orchid Paper	
Orange Tabs		Envelope Moisteners		8 ½ x 11 Pink Paper	
Pink Tabs		3x5 Index Cards		8 ½ x 11 Salmon Paper	
Red Tabs		4x6 Index Cards		8 ½ x 11 Tan Paper	
Yellow Tabs		Black Ink Pads		8 ½ x 11 White Paper	
File Folder Labels		Red Ink Pads		8 ½ x 11 Yellow Paper	
Label Inserts		Large Paper Clips		8 ½ x 14 White Paper	
5 Tab Dividers		Small Paper Clips		11 x 17 White Paper	
8 Tab Dividers		Phonograms		8 ½ x 11 Ivory Cardstock	
Writing Utensils	QTY	1 ½ x 2 Post It Notes		8 ½ x 11 Pink Cardstock	
Blue Highlighters		3x3 Post It Notes		8 ½ x 11 White Cardstock	
Pink Highlighters		Clear Push Pins		8 ½ x 11 Yellow Cardstock	
Yellow Highlighters		Rubber Cement/Bottle		8 ½ x 11 Blue Cardstock	
#2 Pencils		Large Rubber Bands		Letterhead	QTY
Blue Pens		Small Rubber Bands		NC State Letterhead	
Red Pens		Scissors		NC State/OSU Letterhead	
Black Pens		Black Stamp Refill Liquid		OSU/NC State Letterhead	
Blue Fine Perm. Markers		Red Stamp Refill Liquid		Business Reply B/W	

Deliver To: _____ Building _____ Room _____

Campus Zip _____ Department Number _____ Date _____