

Capital Community College STOCKROOM SUPPLY FORM

Please fill out and leave it in the box marked "SUPPLY ROOM" in the 7th floor mailroom.

Department:		Name -- PLEASE PRINT:		Ext:	Date:
Office Location:		Received By:			
Quantity	Unit	Item Description			
		Pencils Pens Markers			
	Each	Highlighters: Yellow Pink (Circle Choice)			
	Each	White Board Markers: Black Red Green Blue (Circle Choice)			
	Each	Heavy Black Marker			
	Each	Pen Fine Black			
	Each	Pen Fine Blue			
	Each	Pen Medium Black			
	Each	Pen Medium Blue			
	Each	Pen Medium Red			
	Each	Pencil #2			
		Envelopes			
	Each	CCC Envelopes #10 College Logo w/ Return Address			
	Each	CCC. Window Envelopes #10 College Logo w/ Return Address			
	Each	Interdepartmental Pink Envelope (STO-499)			
		Labels			
	Each	Labels Custom Printed CCC Label w/ Return Address 3" x 4"			
		Pads			
	Pad	Post It Pads 3x3			
	Pad	Ruled White 5x8			
	Pad	Ruled White 8.5 x 11			
	Pad	Ruled Yellow 8.5 x 11			
		Paper			
	Ream (100)	College Letter Head			
	Ream	Paper 8.5 x 11 Multi Use White For Copier			
	Ream	Paper 8.5 x 14 Multi Use White For Copier			
		Miscellaneous			
	Each	Class Register 36 Lines LIMIT ONE			
	Box	Chalk White			
	Each	Eraser, Felt for Chalk Boards			
	Each	Eraser, Dry for White Boards			
	Pkg (50)	Blue Exam Book 6 Page			
	Box	Folder File 3 Tab Manila			
	Box	Folder File Straight Tab Manila			
	Each	Glue Stick			
	Roll	Masking Tape 1"			
	Box	Paper Clip Regular 1" Large 2" (Circle Choice)			
	Box	Binder Clips 5/8 Med" Large 1" (Circle Choice)			
	Box	Push Pins (100ct)			
	Box	Rubber Bands Assorted Sizes			
	Each	Ruler, 12 Inch			
	Box	Staples, Standard Size			
	Roll	Tape, Transparent 3/4"W x 1296L			
		Calendars & Appointment Books On Back			
		Check Here If Ordering From Other Side			

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Quantity	Unit	Calendars
	Each	Calendar Base For 3.75 x 6
	Each	Calendar Refill 3.75 x 6
	Each	Calendar Base For 3 x 3 5/8
	Each	Calendar Refill 3 x 3 5/8
	Each	Calendar Desk Pad 22 x17
	Each	Monthly Appt. Book 7 x 9
	Each	Weekly Appt. Book 8 x 5 One Week 2 Page Spread