

# WEEKLY SUPPLY REQUEST FORM

Department \_\_\_\_\_

Dept. Head Initials \_\_\_\_\_

Date \_\_\_\_\_

Please indicate the quantity needed for each item; *method/quantities by which the item is dispersed is indicated next to the item name (e.g. by piece, by box)*. Return this form to the Libraries Administration office ***by noon each Wednesday***. Any supply needs not listed on this form should be requested on the Special Supply Request form. These requests will be filled at the discretion of the Associate Dean. See Special Supply Request form for more information.

<b>Adding machine tape, by piece</b> 2 1/4" _____	<b>File Folder Tabs, 1/3 cut by piece</b> _____ pink _____ blue _____ _____ red _____ clear _____ <b>,1/5 cut</b> _____ clear _____	<b>Legal Pads by piece</b> <b>,white,</b> _____ <b>,yellow,</b> _____ 5x7" _____ 5x7" _____ 8.5x11" _____ 8.5x11" _____ 8.5x14" _____ 8.5x14" _____
<b>Box Cutter by piece</b> tap action _____ standard _____	<b>File Folder Tab Inserts by piece</b> _____ 1/3 cut _____ 1/5 cut _____	<b>Liquid paper by piece</b> white _____ ledger buff _____
<b>Box Cutter Refill Blades by pkg.</b> _____	<b>Fingertip Moistener by piece</b> _____	<b>Markers, dry erase by piece</b> _____ black _____ blue _____ _____ red _____ green _____
<b>Cartridge by piece</b> _____ *please write down toner # from old toner cartridge _____	<b>Folders by piece</b> _____ portfolio w/pockets _____ _____ portfolio w/pockets & 3-tang fastener _____ _____ pocketless w/3-tang fastener _____	<b>Markers, permanent by piece</b> <b>Chisel Point</b> _____ black _____ blue _____ _____ red _____ green _____
<b>CDs, blank by piece (come w/jewel cases)</b> _____ recordable _____ rewriteable _____	<b>Glue Stick by piece</b> regular _____ restickable _____	<b>Felt tip</b> _____ black _____ blue _____ _____ red _____ green _____ <b>,extra-fine pt., Sharpie</b> black _____ <b>,ultra-fine pt., Sharpie</b> black _____
<b>CD jewel cases by piece</b> _____	<b>Highlighter by piece</b> _____ yellow _____ green _____ _____ blue _____ orange _____ _____ purple _____ pink _____	<b>Message pads by piece</b> _____
<b>Cleansers by container</b> canned air _____ all-purpose wipes _____ dry erase board cleanser _____	<b>Hole Punch by piece</b> single _____ 2-to-3-hole adjustable _____	<b>Paper, white by ream</b> _____ 8.5x11" _____ 8.5x14" _____ <i>by inches: 1 ream=2"=500sheets</i> letterhead _____ memo _____ <i>by sheet</i> acid-free, 8.5x11" _____ cardstock, 8.5x11", white _____ cardstock, 8.5x11", blue _____ <b>,colored, 8.5x11"</b> <i>by inches: 1 ream=2"=500 sheets</i> _____ blue _____ green _____ _____ pink _____ red _____ _____ goldenrod _____ orchid _____ _____ gray _____ ivory _____ _____ canary _____ salmon _____ <b>,colored, 8.5x14"</b> <i>by inches: 1 ream=2"=500 sheets</i> _____ blue _____ green _____ _____ canary _____ pink _____
<b>Disk by piece</b> zip, 100mb _____ zip, 250mb _____ 3.5" formatted _____	<b>Index Cards by package</b> <b>,white, 3x5"</b> plain _____ ruled _____ <b>,white, 4x6"</b> plain _____ ruled _____ <b>,white, 5x8"</b> plain _____ ruled _____	<b>Paper clips, smooth by box</b> _____ regular _____ jumbo _____ _____ mini binder clips _____ _____ small binder clips _____ _____ medium binder clips _____ large binder clips <i>by piece</i> _____
<b>Divider Pages by set</b> A-Z _____ _____ 1-5 _____ Jan.-Dec. _____ _____ 1-8 _____ 8 tabs, clear _____ _____ 1-10 _____ 8 tabs, assort. _____ _____ 1-12 _____ 5 tabs, clear _____ _____ 1-15 _____ 5 tabs, assort. _____ _____ 1-31 _____	<b>Ink refill, date due guns by piece</b> _____	
<b>Envelopes by piece</b> _____ libraries letterhead _____ _____ plain business (long #10) _____ _____ plain regular (#6) _____ _____ business w/window _____ _____ interoffice mail (blue) _____ <b>,manila,</b> _____ 6x9" _____ 10x13" _____ _____ 9x12" _____ 12x15" _____	<b>Labels by sheet</b> Avery #5160--1x2 5/8" (30/sheet) _____ Avery #5161--1x4" (20/sheet) _____ Avery #5162--1 1/3x4" (14/sheet) _____ Avery #5163--2x4" (10/sheet) _____ Avery #5164--3 1/3x4" _____ Avery #5168--3.5x5" _____ Avery#5340-1 15/16x4" (10/sheet) _____ 2 1/3x3 3/8" (bordered, 8/sheet) _____ 3 1/2x7/16" (w/feeder holes) _____ 4x1 7/16" (w/feeder holes) _____ U of M parcel post (by pad) _____	
<b>Erasers by piece</b> caps _____ mech. pencil erasers _____ pen-length retractable clic eraser _____ refills for retractable clic eraser _____ dry erase board erasers _____	<b>Laminate by piece</b> 8.5x11" _____ _____ <i>by box</i> business-card-sized _____	
<b>File Folders, manila, 1/3 cut by piece</b> _____ 8.5x11" _____ 8.5x14" _____ _____ 8.5x11" jackets _____ <b>,hanging, green</b> _____ 8.5x11" _____ _____ 8.5x14" _____ 8.5x11" box-bottom, 2" expansion _____		

## WEEKLY SUPPLY REQUEST FORM, page 2

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<b>Pencils, standard by piece</b> #2 _____ golf red _____ ,mechanical 0.5mm _____ 0.7mm _____ ,lead for mech. pencils by package 0.5 mm 0.7mm _____	<b>Report covers by piece</b> black _____ navy memphis blue _____ <b>Ribbon* by piece</b> calculator typewriter _____ adding machine (c-wind or s-wind?) _____ correction (orange or yellow?) _____ *Pls. Write down item # from box; if you don't have ribbon box, write machine name & # _____ <b>Ring binder by piece</b> 0.5" 1" _____ 2" 3" _____ Color preference? Black or White _____ <b>Rubber bands by box</b> #117B _____ #105 #64 _____ #54 (assorted sizes) _____ #33 #19 _____ #18 #14 _____ <b>Rubber cement by bottle</b> _____ <b>Ruler by piece</b> _____ <b>Scissors by piece</b> _____ <b>Sheet protector by sheet</b> _____ <b>Stamp, date by piece</b> _____ <b>Stamp pad by piece</b> blue _____ black red _____ <b>Stamp pad inker bottle by piece</b> black blue red _____ <b>Staple Remover by piece</b> _____ <b>Stapler by piece</b> _____	<b>Staples, regular by box</b> _____ , heavy duty by box 5/8" _____ 1/2" 3/8" _____ 1/4" _____ <b>Steno Pad by piece</b> _____ <b>Stickers by roll</b> Reserve _____ 7-Day 1-Day _____ Title 17/Copyright notice _____ Date Due stickers _____ Date Due panels _____ not to be taken from the library _____ by package gold star _____ research labelsets (foil-back) _____ ,color-coding green, round _____ round - white - square _____ neon - assort. - standard _____ <b>Tape by roll</b> invisible _____ packing _____ mailing label pouch (orange) _____ 1.5" - book - 2" _____ 3" - book - 4" _____ mono correction _____ ,tattletape by box B1 (short, white) cd/dvd _____ B2 (long, green) vhs _____ <b>Tape dispenser by piece</b> desk _____ packing tape gun _____ <b>Thumbtacks (see Pushpins)</b> _____ <b>Transparency Sheets by piece</b> _____
<b>Pens, ballpoint by piece</b> ,medium point, black blue _____ green red _____ ,fine point, black blue _____ red _____ ,stay-put, standard _____ refill ink refill pen _____ ,fine felt tip, black blue _____ red green _____ <b>Post-It Notes by piece</b> 3x5" _____ 3x3" fanfold _____ 3x3" 1.5x2" _____ <b>Pressboard binder by piece</b> qty. --choose types--> 8.5x11" or 8.5x14" _____ left hinge or top hinge _____ regular or punchless _____ <b>Pushpins/thumbtacks by pkg of 100</b> plastic metal _____ <b>Receipt book by piece</b> _____ <b>Reinforcements by box</b> _____		

**Any** supply needs not listed on this form should be requested on the Special Supply Request form. Below is information regarding special supply requests, taken from the Special Supply Request form. For further information, please go to the Special Supply Request form (available online at <http://exlibris.memphis.edu/about/forms/index.html>).

### From the Special Supply Request form:

*If you need special supply items..., please send a written statement of need (from the Department Head, attached to the official request form) to the Administration Office. Purchasing decisions for Special Request items are made by Annelle Huggins; you will be notified as to the decision in a timely manner. ... If your need is TIME-SENSITIVE (i.e., urgent), please indicate this on your request.*

**These Special Supply Request qualifiers also apply to items that appear on the Weekly Supply Request Form, such as pens or pencils, but you are requesting a specific model of the item, which we do not maintain in the Supply Room.**

*Please NOTE: We maintain supplies for general use throughout the building and these are purchased in quantity to lower costs. If a model of an item we have been maintaining has given you or your departmental personnel problems, please notify Kristen Buck of the problem so that we may look into changing to a different model that will work more effectively for everyone.*