

WEEKLY SUPPLY REQUEST FORM

Department _____ Supply Liaison _____ Dept. Head _____ Date _____

Please indicate the quantity needed for each item and note whether it is ordered by piece, package, etc. Return this form to the Libraries Administration office by **4 pm. Tuesday**. Any supply not listed on this form should be requested on the Special Supply Request form. These requests will be filled at the discretion of the Business Officer. See Special Supply Request form for more information.

<p>Adding Machine Tape (piece) _____ 2 1/4" _____ Receipt Paper</p> <p>Binder Clips (box) _____ mini _____ small _____ medium _____ Large (piece)</p> <p>Binder Dividers (set) _____ 1-5 _____ 1-8 _____ 1-10 _____ 1-12 _____ 1-15 _____ 1-31 _____ A-Z _____ Jan.-Dec. _____ 8 tabs, clear _____ 8 tabs, asst. _____ 5 tabs, clear _____ 5 tabs, asst.</p> <p>Box Cutter (piece) _____ Tap Action _____ Refill Blades</p> <p>Cartridge/Toner (piece) _____ (qty) Please write down toner # from old toner cartridge</p> <p>CDs, blank (piece) _____ Recordable (CD-R) _____ Rewritable (CD-RW) _____ Jewel Cases</p> <p>Chalk (piece) _____</p> <p>Cleansers (container) _____ Canned Air _____ All-Purpose Wipes _____ Dry-Erase Board</p>	<p>Envelopes (piece) _____ Libraries _____ Letterhead _____ Plain Business (#10) _____ Plain Regular (#6) _____ Business w/ window _____ Interoffice mail (blue)</p> <p>Manila (piece) _____ 6x9" _____ 9x12" _____ 10x13" _____ 12x15"</p> <p>Bubble Mailers (piece) _____ #2 _____ #4 _____ #5 _____ #7</p> <p>Erasers (piece) _____ Caps _____ Mechanical _____ Pencil _____ Retractable _____ Clic _____ Retractable _____ Clic refills _____ Dry Erase Board</p> <p>File Folders (piece) 1/3 cut Manila _____ 8.5x11" _____ 8.5x14" _____ 8.5x11 jackets</p> <p>Green Hanging _____ 8.5x11" _____ 8.5x14" _____ 8.5x11", 2" expansion</p> <p>File Folder Tabs (piece) 1/3 cut _____ Pink _____ Red _____ Blue _____ Clear</p> <p>1/5 Cut _____ Clear</p>	<p>File Folder Tab Inserts (piece) _____ 1/3 Cut _____ 1/5 Cut</p> <p>Fingertip Moistener (piece) _____</p> <p>Folders, Portfolio (piece) _____ Pockets _____ Pockets & 3-tang fastener _____ 3-tang fastener, no pockets</p> <p>Glue (piece) _____ Regular Glue Stick _____ Restickable Glue Stick _____ Elmer's Glue Bottle _____ Rubber Cement</p> <p>Highlighter (piece) _____ Yellow _____ Blue _____ Purple _____ Green _____ Orange _____ Pink</p> <p>Hole Punch (piece) _____ Single _____ 2-3 Hole Adjustable</p> <p>Index Cards (package) Ruled _____ 3x5" _____ 4x6" _____ 5x8"</p> <p>Plain _____ 3x5" _____ 4x6" _____ 5x8"</p> <p>Ink Refill, date due guns (piece) _____</p>	<p>Labels (sheet) _____ Avery 5160 (1x2 3/8") _____ Avery 5161 (1x4") _____ Avery 5162 (1 1/2x4") _____ Avery 5163 (2x4") _____ Avery 5164 (3 1/2x4") _____ Avery 5166 (3 1/2 x 3/8") _____ Avery 5168 (3 1/2x5") _____ Avery 5340 (1¹⁵/₁₆x4") _____ 2 3/8x3 3/8 (bordered) _____ 3 1/2x7/16" (with feeder holes) _____ U of M Parcel Post</p> <p>Laminate _____ 8.5x11" (piece) _____ Business-card sized (box)</p> <p>Legal Pads (piece) White _____ 5x7" _____ 8.5x11" _____ 8.5x14"</p> <p>Yellow _____ 5x7" _____ 8.5x11" _____ 8.5x14"</p> <p>Markers, Dry Erase (piece) _____ Black _____ Blue _____ Red _____ Green</p>
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<p>Markers, permanent (piece)</p> <p>Chisel Point</p> <p>_____ Black</p> <p>_____ Blue</p> <p>_____ Red</p> <p>_____ Green</p> <p>Sharpies</p> <p>_____ Bold (black)</p> <p>_____ Fine (black)</p> <p>_____ Fine (blue)</p> <p>_____ Extra-fine (black)</p> <p>_____ Ultra-fine (black)</p> <p>Message Pads (piece)</p> <p>_____</p> <p>Paper , white</p> <p>_____ 8.5x11 (box)</p> <p>_____ 8.5x11”(ream)</p> <p>_____ 8.5x14”(ream)</p> <p>_____ Letterhead (piece)</p> <p>Paper, colored, 8.5x11” (piece)</p> <p>_____ Blue</p> <p>_____ Pink</p> <p>_____ Goldenrod</p> <p>_____ Gray</p> <p>_____ Canary</p> <p>_____ Green</p> <p>_____ Red</p> <p>_____ Orchid</p> <p>_____ Ivory</p> <p>_____ Salmon</p> <p>Paper, Cardstock, 8.5x11” (piece)</p> <p>_____ White</p> <p>_____ Blue</p> <p>Paper, colored, 8.5x14” (piece)</p> <p>_____ Blue</p> <p>_____ Canary</p> <p>_____ Green</p> <p>_____ Pink</p> <p>Paperclips (box)</p> <p>_____ Regular</p> <p>_____ Jumbo</p> <p>Pencils (piece)</p> <p>_____ #2</p> <p>_____ Golf</p> <p>_____ Red</p> <p>_____ Mechanical, 0.5 mm</p> <p>_____ Mechanical, 0.7 mm</p>	<p>Lead</p> <p>_____ 0.5mm</p> <p>_____ 0.7mm</p> <p>Pens (piece)</p> <p>Ballpoint, medium point</p> <p>_____ Black</p> <p>_____ Blue</p> <p>_____ Green</p> <p>_____ Red</p> <p>Ballpoint, fine point</p> <p>_____ Black</p> <p>_____ Blue</p> <p>_____ Red</p> <p>Counter pen</p> <p>_____ Standard</p> <p>_____ Refill Pen</p> <p>_____ Refill Ink</p> <p>Felt tip, fine point</p> <p>_____ Black</p> <p>_____ Blue</p> <p>_____ Green</p> <p>_____ Red</p> <p>Post-It Notes (piece)</p> <p>_____ 1 ½x2”</p> <p>_____ 3x5”</p> <p>_____ 3x3”</p> <p>_____ Colored flags</p> <p>Pushpins/Thumbtacks (package)</p> <p>_____ Plastic</p> <p>_____ Metal</p> <p>Receipt Book (piece)</p> <p>_____</p> <p>Reinforcements (box)</p> <p>_____</p> <p>Report Covers (piece)</p> <p>_____ Black</p> <p>_____ Blue</p> <p>Ring Binder</p> <p>_____ ½”</p> <p>_____ 1”</p> <p>_____ 2”</p> <p>_____ 3”</p> <p>Black or White</p>	<p>Rubber Bands (box)</p> <p>_____ #117B</p> <p>_____ #105</p> <p>_____ #64</p> <p>_____ #54</p> <p>_____ #33</p> <p>_____ #19</p> <p>_____ #18</p> <p>_____ #14</p> <p>Ruler (piece)</p> <p>_____</p> <p>Scissors (piece)</p> <p>_____</p> <p>Sheet Protector (sheet)</p> <p>_____</p> <p>Stamp (piece)</p> <p>_____ Date Stamp</p> <p>_____ Stamp Pad, Blue</p> <p>_____ Stamp Pad, Black</p> <p>_____ Stamp Pad, Red</p> <p>_____ Inker Bottle, Blue</p> <p>_____ Inker bottle, Black</p> <p>_____ Inker Bottle, Red</p> <p>Staple Remover (piece)</p> <p>_____</p> <p>Stapler (piece)</p> <p>_____</p> <p>Staples (box)</p> <p>_____ Regular</p> <p>_____ Heavy Duty ½”</p> <p>_____ Heavy Duty ⅝”</p> <p>_____ Heavy Duty ¾”</p> <p>_____ Heavy Dute ¼”</p> <p>Steno Pad (piece)</p> <p>_____</p>	<p>Stickers (roll)</p> <p>_____ “Reserve”</p> <p>_____ “7-Day”</p> <p>_____ “1-Day”</p> <p>_____ “Warning Title 17/Copyright Notice”</p> <p>_____ Date Due Stickers</p> <p>_____ Date Due Panels</p> <p>_____ Not to be Taken from the Library</p> <p>_____ Gold Star Research Labelsets</p> <p>_____ Green, round</p> <p>_____ White, round</p> <p>_____ White, square</p> <p>_____ Neon, assorted</p> <p>_____ Standard, assorted</p> <p>Tape (roll)</p> <p>_____ Invisible</p> <p>_____ Packing</p> <p>_____ Mailing Label</p> <p>_____ Pouch</p> <p>_____ 1.5” Book</p> <p>_____ 2” Book</p> <p>_____ 3” Book</p> <p>_____ 4” Book</p> <p>Tattletape (box)</p> <p>_____ B1 (short, white)</p> <p>_____ B2 (long, green)</p> <p>_____ CD/DVD</p> <p>_____ VHS</p> <p>_____ Audiocassette</p> <p>Tape Dispenser (piece)</p> <p>_____ Desk</p> <p>_____ Packing Tape</p> <p>_____ Gun</p> <p>Transparency Sheets (piece)</p> <p>_____</p> <p>White Out (piece)</p> <p>_____ Liquid paper</p> <p>_____ Correction Tape</p>
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