

**Western Connecticut State University
Property Management Department- Stores
Supply Requisition Form Fax 7-8234**

DESC..	UNITS	QTY	DESC.	UNITS	QTY
ADDING MACHINE TAPE 23/4	EA.		BLK MAGIC MARKER	EA.	
BATTERIES 9 VOLT	EA.		RED MAGIC MARKER	EA.	
BATTERIES AA	EA.		1.5x2 POST-IT PAD/YELLOW	EA.	
BATTERIES AAA	EA.		3x3 POST -IT PAD/YELLOW	EA.	
BATTERIES C	EA.		RULED LETTER PAD/CAN.	EA.	
BATTERIES D	EA.		RULED LETTER PAD/WHT	EA.	
BOOKS,BLUE 12PK *	PKG.		3x5 SCRATCH PAD	EA.	
BUTTERFLY CLAMPS #1	BX.		4X8 SCRATCH PAD	EA.	
BUTTERFLY CLAMPS #2	BX.		5x8 SCRATCH PAD	EA.	
CLIP BINDER 1" CAPACITY	EA.		CERT.BONDED PAPER	REAM	
CLIP BINDER 2"	EA.		LEGAL COPIER PAPER	REAM	
CLIP,PAPER #1 STAND.	BX.		LETTER COPIER PAPER *	BX.	
CLIP, PAPER GIANT BX	BX.		WSCU LETTER PAPER *	REAM	
CORRECTION FLUID	EA.		MED. BLK. PENS (BX)	BX.	
ENVELOPE,CLASP 10x13 *	EA.		MED. BLUE PENS (BX)	BX.	
ENVELOPE,CLASP 12x15.5 *	EA.		MED. RED PENS (BX)	BX.	
ENVELOPE,CLASP 7.5x10.5 *	EA.		#2 PENCIL (BX)	BX.	
ENVELOPE,CLASP 9x12 *	EA.		PO. REQ. FORM *	PKG.	
ENVELOPE,INTERDEPT. LG. *	EA.		#54 ASSORT. RUBBERBANDS	PKG.	
ENVELOPE,INTERDEPT PINK *	BX.		RULER, 12" & 15"	EA.	
FOLDER,FILE,LETTER 1/3	BX.		SHEARS/SCISSORS (EA)	EA.	
FOLDER,HANGING,LETTER	BX.		STAPLE REMOVER	EA.	
HI-LIGHTER, PINK (BX)	BX.		STAPLER	EA.	
HI-LIGHTER, YELLOW (BX)	BX.		STAPLES/STD./5000/B X	BX.	
LETTER OPENER	EA.		TAPE DISPENSER/DESK 1"	EA.	
#10 WINDOW ENELOPES *	BX.		TAPE,CLEAR,1" CORE	EA.	
#10 NON-WIN ENVELOPES *	BX.		PHONE MESSAGE BOOK	EA.	
			THUMB TACK	BX.	
			OKIDATA FAX TONER	EA.	
			PANASONIC FAX TONER	EA.	

COPIER TONER CIRCLE CHOICE CANNON : (GPR1) (GPR2) (GPR4) (GPR6) (GPR15) (GPR16) (GRP17)

COPIER TONER CIRCLE CHOICE RICOH : (2120D) (1170D) (1130D) (5150D) (MP4500)

Items not in stock at the time of requisition, are not backordered. Please send in a new requisition at a later date.

***An asterick denotes any and all items which can be requested by the Academic Departments . Administrative Departments can request any items listed.**

Please Print Clearly- Unreadable forms will not be processed !

REQUISITIONER _____

BUILDING _____

DEPARTMENT _____

ROOM _____

DEPART. APPROVAL _____

DATE _____