

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

DESC..	UNITS	QTY	DESC.	UNITS	QTY
ADDING MACHINE TAPE 23/4	EA.		BLK MAGIC MARKER	EA.	
BANKER BOXES	EA.		RED MAGIC MARKER	EA.	
BATTERIES 9 VOLT	EA.		3x5 POST-IT PAD/YELLOW	EA.	
BATTERIES AA	EA.		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.		1/2" INTRDPT.MESSAGE	PAD	
CLIP BINDER 2"	EA.		CERT.BONDED PAPER	REAM	
CLIP,PAPER #1 STAND.	BX.		LEGAL COPIER PAPER	REAM	
CLIP, PAPER GIANT BX	BX.		LETTER COPIER PAPER *	BX.	
CORRECTION FLUID	EA.		WSCU LETTER PAPER *	REAM	
CROWN,TIP INDEX TABS	BX.		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.		3-HOLE PUNCH,10 SHEETS	EA.	
ENVELOPE,INTERDEPT. LG. *	EA.		PO. REQ. FORM *	PKG.	
ENVELOPE,INTERDEPT PINK *	BX.		RIBBON,BROTHER	EA.	
FOLDER,FILE,LETTER 1/3	BX.		RIBBON,CANNON	EA.	
FOLDER,HANGING,LEGAL	BX.		RIBBON,IBM SELECT I	EA.	
FOLDER,HANGING,LETTER	BX.		RIBBON,IBM SELECT II	EA.	
FRAME HANGING FOLDER	EA.		REINFORCEMENTS	PKG.	
HI-LIGHTER, PINK (BX)	BX.		#54 ASSORT. RUBBERBANDS	PKG.	
HI-LIGHTER, YELLOW (BX)	BX.		RULER, 12" & 15"	EA.	
3x5 INDEX CARD/WHT/RLE	PKG.		SHEARS/SCISSORS (EA)	EA.	
3x5 INDEX CARD/UNRULE	PKG.		STAPLE REMOVER	EA.	
4x6 INDEX CARD/RULED	PKG.		STAPLER	EA.	
4x6 INDEX CARD/UNRULED	PKG.		STAPLES/STD./5000/B X	BX.	
5X8 INDEX CARD/RULED	PKG.		TAPE DISPENSER/DESK 1"	EA.	
A-Z TAB/DIVIDER	EA.		TAPE,CLEAR,1" CORE	EA.	
WHT ROLLED LABELS	ROLL		PHONE MESSAGE BOOK	EA.	
LETTER OPENER	EA.		THUMB TACK	BX.	
#10 WINDOW ENVELOPES *	BX.		OKIDATA FAX TONER	EA.	
#10 NON-WIN ENVELOPES *	BX.				

COPIER TONER CIRCLE CHOICE CANNON : (IR-330) (IR5000) (IR 600) (C-6230) (C-6551) (C6545) (C-6025)

COPIER TONER CIRCLE CHOICE TOSHIBA : (T-2550) (T-4010) (T-1710)

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.**

REQUISITIONER _____

BUILDING _____

DEPARTMENT _____

ROOM _____

DEPART. APPROVAL _____

DATE _____