

Western Connecticut State University
Property Management Department
Supply Request Form
Fax # 7-9191

Description	Units	Quantity	Description	Units	Quantity
Adding Machine Tape	Ea.				
Books, Blue*	Pkg.		Paper, Legal, Copy	Ream	
Butterfly Clamps #1	Bx.		Paper, Letter, Copy*	Case	
Butterfly Clamps #2	Bx.				
			Pens, Black	Bx.	
Clip, Binder, Med	Bx.		Pens, Blue	Bx.	
Clip, Binder, Large	Bx.		Pens, Red	Bx.	
Clip, Paper, Standard	Bx.				
Clip, Paper, Large	Bx.		Pencil, #2	Bx.	
Correction Fluid	Ea.				
			Post-It Notes 1 1/2"x2"	Ea.	
Envelope, WCSU 9x12"*	Bx.				
Envelope, WCSU 10x13"*	Bx.		Post-It Notes 3"x5"	Ea.	
			Purchase Order Req. Form*	Pkg.	
Envelope, Interdept. Pink*	Ea.				
Envelope, Non-Window, #10	Bx.		Rubber Bands, Assorted	Pkg.	
Folder, File, Hanging, Letter	Bx.				
Hi-Lighter, Pink	Bx.				
Hi-Lighter, Yellow	Bx.		Staple Remover	Ea.	
			Staples/STD/5000 Bx.	Bx.	
Letter Opener	Ea.				
			Tape Dispenser	Ea.	
Marker, Red	Ea.				
Pad/Canary Ruled, Letter	Ea.				
Pad, Scratch 3x5	Ea.		Thumbtacks	Bx.	
*An asterisk denotes any and all items which can be requested by the Academic Departments					
EFFECTIVE 1/1/2024 OUT OF STOCK ITEMS WILL NO LONGER BE REORDERED					
Requisitioner			Building/Location		
Department			Room		
Department Approval			Date		