

Requestor:		Room #:	Request Date:		
Qty	U	Product Description	Qty	UM	Product Description
Adhesives & Fastening Supplies			Envelopes		
	RL	Masking Tape, Blue, 1"		BX	Clasp Envelopes, Orange, 6 x 9 100/box
	RL	Transparency Tape		BX	Clasp Envelopes, Orange, 3 1/8 x 5 100/box
	BX	Staples		BX	Clasp Envelopes, 9 x 12 100/box
	BX	Binder Clips, Small, 12/bx		BX	Clasp Envelopes, 10 x 13 100/box
	BX	Binder Clips, Medium, 12/bx		BX	Clasp Envelopes 12 x 15.5 100/box
	BX	Binder Clips, Large, 12/bx		BX	TRCC Window Envelope 500/box
	BX	Paper Clips, Reg, 100/bx		BX	TRCC Regular Envelope 500/box
	BX	Paper Clips, Jumbo, 100/bx	Pads & Paper		
	BX	Pushpins, 100bx assorted		EA	Post-It Note, Yellow Lined, 4 x 4
Folders & Filing Supplies				EA	Post-It Note, Yellow, 3 x 3
	BX	Hanging Folder, Letter 25/box		EA	Post-It Note, Yellow, 2 x 2
	BX	Hanging Folder, Legal 25/box		EA	Monthly Planner, Black, 6 7/8 x 8 3/4
	EA	File pocket, expansion		EA	Jr. Legal Pad, Ruled, Canary, 5 x 8
	PK	Tabs f/ Hanging Folder		EA	Jr. Legal Pad, Ruled, White, 5 x 8
	BX	Manila Folder, letter 100/box		EA	Legal Pad, Ruled, Canary, 8.5 x 11-3/4
	BX	Color Folder, Letter, specify color below		EA	Legal Pad, Ruled, White, 8.5 x 11-3/4
	BX	Two-Pocket Folders 25/box		EA	Legal Pad, Ruled, Canary, 14"
Binders & Accessories				EA	Legal Pad, Ruled, White, 14"
	EA	Binders, Limited Qty, Var Sizes, Request Below		EA	Steno Book, Ruled, 6 x 9
	EA	Cushioned Mailers		EA	Phone Message Book
	EA	Flag Dispensers		EA	Roll, Adding Machine
	ST	Ring Binder Index's, Various, 8 1/2 x 11 8/set		RM	TRCC Letterhead 500/ream
	EA	Sheet Protectors, Clear, 8 1/2 x 11	Index Cards		
Writing Instruments				PK	Index Card, 3 x 5, Plain White
	EA	Ball Pens, Blue		PK	Index card, 3 x 5, Ruled White
	EA	Ball Pens, Black	Misc.		
	EA	Ball Pens, Red		PK	Name Badges, Red Border, 100/pk
	EA	Gel Ball Pens, Blue		PK	Address Labels, Easy Peel
	EA	Gel Ball Pens, Black		EA	Class Record Book, Green
	EA	Gel Ball Pens, Red		PK	Tape Dispenser
	EA	Mechanical Pencils		EA	12" Wood Ruler
	EA	No. 2 Pencils		EA	Storage Box
	EA	Dry Erase Marker, Black		EA	Clipboard, Letter Size
	EA	Dry Erase Marker, Red		EA	Glue Stick
	EA	Dry Erase Marker, Blue		EA	Staple Remover
	EA	Dry Erase Marker, Green		EA	Stapler
	EA	Sharpie, Chisel Tip, Black		EA	Scissors
	EA	Sharpie, Fine Tip, Black		EA	Composition Book, Wide Ruled
	EA	Sharpie, Fine Tip, Blue		EA	Exam Books, Blue, 50/pk
	EA	Sharpie, Fine Tip, Red		EA	Desk Blotter Calendar
	EA	Sharpie, Fine Tip, Green		EA	White Out Liquid
	EA	Sharpie, Ultra Fine Tip, Black		EA	White Out Tape
	EA	Sharpie, Ultra Fine Tip, Blue		EA	Air Duster Can
	EA	Sharpie, Ultra Fine Tip, Red		EA	White Board Eraser
	EA	Highlighter, Yellow	Sanitizing – Based on Availability		
	EA	Highlighter, Pink		EA	Hand Sanitizer
	EA	Highlighter, Green		EA	Sanitizing Wipes
	EA	Highlighter, Blue			

Special Instructions

SIGNATURE: