

Company Name _____ P.O.# _____ Date _____

Authorized Requisitioner _____ Location _____
 Print Name _____ Bldg. Area/Workstation _____

Address _____ Phone _____

City, St, Zip _____ Fax _____

Comments: _____

Qty	UM	Item ID	Description	Qty	UM	Item ID	Description
Binders & Accessories				Pads & Notes (con't)			
	EA	AVEK3110BK	RING BINDER,11X8.5,1 IN.,BLACK		DZ	UNV 46200	PAD,LGL,OFFICE PLUS,5X8,CANARY
Clips					DZ	UNV 46300	PAD,LGL,OFFICE PLUS,5X8,WHITE
	DZ	UNV10210	BINDER CLIPS,MEDI		DZ	UNV 10630	PAD,LGL,OFFICE PLUS,8.5X11,CANARY
	DZ	UNV10200	BINDER CLIPS,SM		DZ	UNV 20630	PAD,LGL,OFFICE PLUS,8.5X11,WHITE
	CT	UNV72220	GEM CLIPS-GIANT		PD	MMM654YW	PAD,NOTE,POST IT,3"X3",YW
	CT	UNV72210	PAPER CLIPS,#1 GEM (1000)		PD	MMM655Y	PAD,NOTE,POST IT,3"X5",YW
Computer Supplies					PK	TOP3002P	PAD,WYWO,4X5.25,PINK
	EA	HEW51645A	CARTRIDGE,INK,DESKJET,BLACK		PD	MMMR330YW	REFILL,PAD,POST-IT,3X3,YW
Correction Supplies				Paper			
	EA	PAP56301	CORRECTION FLUID, MULTI PURPOSE		CT	UNV 15807	COMPUTER PAPER,9.5X11,20#,WHITE
	EA	PAP56401	CORRECTION FLUID, WHITE		RM	LOP 20000	PAPER,COPY,OFFICEPLUS,8.5X11,WE
Desk Accessories					RM	LOP 20002	PAPER,COPY,OFFICEPLUS,8.5X14,WE
	BX	UNV 79000	STANDARD STAPLE, CHISEL	Pens, Pencils & Accessories			
	EA	UNV43118	STAPLER,STANDARD,EXEC,FULL,BLACK		TB	PENC505HB	LEAD,.5MM,"SUPERFINE"BLACK
Filing					EA	PAP96801	PEN,BALL PT,FN,FLEXGRIP,BLACK
	BX	UNV 12113	FOLDER,LETTER,1/3 CUT,MLA		EA	PAP96101	PEN,BALL PT,MED,FLEXGRIP,BLUE
	BX	UNV 15113	FOLDER,LEGAL,1/3 CUT,		EA	PAP9	PEN,BALL PT,MED,FLEXGRIP,BLACK
	EA	SMD73224	POCKET,LTR,3.5,STR,RR		EA	PIL32001	PEN,BALL PT,RSVP,FINE,BLACK
	BX	UNV 14115	FOLDER,HANGING,LTR,1/5 CU		EA	PAP9530	PEN,BALL,MD,FLEXGP,RTRBL,BLACK
	BX	UNV 14215	FOLDER,HANGING,LGL,1/5 C		EA	SAN601	PEN,BALL,UNIBALL,FINE,BLACK
Highlighters & Markers					EA	SAN60151	PEN,BALL,UNIBALL,XFN,BLACK
	EA	SAN25005	HIGHLIGHTER,MAJOR ACCENT,YELLOW		EA	SAN60153	PEN,BALL,UNIBALL,XFN,BLUE
	EA	SAN30001	MARKER,SHARPIE,FN,PERM,BLACK		EA	PIL35346	PEN,ROLG,FN,PRECISE,BLACK, PV7
	EA	AVE08888	MARKER,FELT,CHISEL TP,LRG,BLACK		EA	PIL35334	PEN,ROLG,XF,PRECISE,BLACK, PV5
Mailing Supplies					EA	PENAX17A	PENCIL,.7 MM, BLACK
	BX	UNV 35210	ENVELOPE,#10,24#,WHI		DZ	PAP3	PEN,BALL PT,MED,STICK,BLUE
	BX	UNV 35264	ENVELOPE,CLASP,9X1		DZ	PAP	PEN,BALL PT,MED,STICK,BLACK
	BX	UNV 35267	ENVELOPE,CLASP,10X1		DZ	UNV 55400	PENCIL,WOODCASED,#2
Pads & Notes				Tape & Accessories			
	PD	MMM6549YW	NOTE,HIGHLAND,3X3,YELLOW		RL	MMM6200341296	TAPE,HIGHLAND,TRNS,3/4X1296
	PD	MMM6559YW	NOTE,HIGHLAND,3X5,YELLOW		RL	MMM3750260CR	TAPE,SEALING,48mmX50m,CLEAR
	PK	MMM6539	NOTE,HIGHLAND,1.5X2,YELLOW,DZ		RL	MMM8103412	TAPE,TRANS,MAGIC,3/4X1296,1" CORE
OTHER SUPPLIES							
QTY	CAT. PAGE	UOM	PRODUCT NUMBER	DESCRIPTION			