



# SUPPLY REQUEST

## HISTORY DEPARTMENT OFFICE

NAME \_\_\_\_\_ BOX/OFFICE \_\_\_\_\_ / \_\_\_\_\_ DATE IN \_\_\_\_\_

**-Please take only what you need so that there will be sufficient supplies for all instructors-**

### BINDER CLIPS

(Estimate qty desired or # of boxes)

- \_\_\_\_\_ Small (3/8") (Box of 50)
- \_\_\_\_\_ Medium (5/8") (Box of 12)
- \_\_\_\_\_ Large (1") (Box of 12)

### FOLDERS

- \_\_\_\_\_ 1/3 Cut, Left, Center, Right
- \_\_\_\_\_ 1/3 Cut, Green, Metal Tabs
- \_\_\_\_\_ Brown Accordion
- \_\_\_\_\_ Hanging (Assorted Colors)

### HIGHLIGHTERS & SHARPIES

- \_\_\_\_\_ Yellow
- \_\_\_\_\_ Green
- \_\_\_\_\_ Pink
- \_\_\_\_\_ Blue
- \_\_\_\_\_ Sharpie (Fine)
- \_\_\_\_\_ Sharpie (Medium)

### INDEX CARDS

- \_\_\_\_\_ Blank (3" x 5") (Pack of 100)
- \_\_\_\_\_ Blank (4" x 6") (Pack of 100)
- \_\_\_\_\_ Blank (5" x 8") (Pack of 100)
- \_\_\_\_\_ Ruled (3" x 5") (Pack of 100)
- \_\_\_\_\_ Ruled (4" x 6") (Pack of 100)
- \_\_\_\_\_ Ruled (5" x 8") (Pack of 100)

### TAPE

- \_\_\_\_\_ Plastic Dispenser
- \_\_\_\_\_ Desktop Dispenser
- \_\_\_\_\_ Blank (3" x 5")
- \_\_\_\_\_ Scotch Roll (3/4")
- \_\_\_\_\_ Packing Tape Roll

### PAPER CLIPS

(Estimate qty desired or # of boxes)

- \_\_\_\_\_ Small (Box of 100)
- \_\_\_\_\_ Large (Box of 100)
- \_\_\_\_\_ Butterfly (Box of 50)
- \_\_\_\_\_ Paperclip Dispenser

### WRITING UTENSILS

- \_\_\_\_\_ Black (Fine)
- \_\_\_\_\_ Black (Medium)
- \_\_\_\_\_ Blue (Fine)
- \_\_\_\_\_ Blue (Medium)
- \_\_\_\_\_ Red (Fine)
- \_\_\_\_\_ Red (Medium)
- \_\_\_\_\_ Green (Fine)
- \_\_\_\_\_ Green (Medium)
- \_\_\_\_\_ Pencils (#2)
- \_\_\_\_\_ Chalk (Box of 12)
- \_\_\_\_\_ Chalk Holder

### POST-IT NOTES

(Indicate if particular color desired)

- \_\_\_\_\_ Small (1.5" x 2")
- \_\_\_\_\_ Fax (1.4" x 4")
- \_\_\_\_\_ Regular (3" x 3")
- \_\_\_\_\_ Large (4" x 6")

### PAPER PADS

- \_\_\_\_\_ Yellow (8.5" x 11")
- \_\_\_\_\_ White (8.5" x 11")
- \_\_\_\_\_ Lined (5" x 8")
- \_\_\_\_\_ Lined (3" x 5")
- \_\_\_\_\_ Phone Message

### ASSORTED RUBBER BANDS

(Estimate qty desired or just 'handful')

\_\_\_\_\_

**GRADE BOOKS**

\_\_\_\_\_ Blue

**LETTER OPENERS**

\_\_\_\_\_ Presto

\_\_\_\_\_ Metal

**LETTER ENVELOPES**

\_\_\_\_\_ Regular Return Address

\_\_\_\_\_ Air Mail

\_\_\_\_\_ Small Return Address

**LABELS**

\_\_\_\_\_ Departmental Shipping Labels

\_\_\_\_\_ Other (Specify \_\_\_\_\_)

**SCISSORS**

\_\_\_\_\_ Regular

**THUMB TACKS**

\_\_\_\_\_ Assorted Colors (Box of 100)

**WHITE OUT**

\_\_\_\_\_ Tape

\_\_\_\_\_ Pen

\_\_\_\_\_ Liquid

**STATIONERY**

\_\_\_\_\_ Letterhead (8.5"x11")

\_\_\_\_\_ Letterhead (5.5" x 8.5")

**STAPLERS / STAPLES**

\_\_\_\_\_ Staple Remover

\_\_\_\_\_ Stapler

\_\_\_\_\_ Staples (1/4") (Box of 5000)

\_\_\_\_\_ Staples (3/8") (Box of 1000)

**SHIPPING ENVELOPES**

\_\_\_\_\_ Clasp (5" x 7.5")

\_\_\_\_\_ Clasp (6" x 9")

\_\_\_\_\_ Clasp (7.5" x 10.5")

\_\_\_\_\_ Clasp (9" x 12")

\_\_\_\_\_ Clasp (10" x 13")

\_\_\_\_\_ Padded #000

\_\_\_\_\_ Padded #00

\_\_\_\_\_ Padded #0 (6" x 8.5")

\_\_\_\_\_ Padded #1 (7.5" x 10.5")

\_\_\_\_\_ Padded #2 (8.5" x 10.5")

\_\_\_\_\_ Padded #3 (8.5" x 10.5")

\_\_\_\_\_ Padded #4 (9.5" x 13")

\_\_\_\_\_ Padded #5 (10.5" x 14.5")

\_\_\_\_\_ Padded #6 (12.5" x 17.5")

\_\_\_\_\_ Padded #7 (14" x 19")

**OTHER**

\_\_\_\_\_ Desk Calendar

\_\_\_\_\_ Facial Tissue

\_\_\_\_\_ Batteries (Specify Type)

\_\_\_\_\_ Exam Blue Books (Packs of 50)

\_\_\_\_\_ Stamp Pad Ink (Black/Red/Blue)

\_\_\_\_\_ Faculty Planner

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(If we don't have what you need, please check with us to see if it can be ordered.)

Return this form to the front desk in 3211 Humanities and we will process it within 1-2 days under most circumstances. Please note that delays may occur during periods of peak demand at the start of the semester. Due to unanticipated demand, specific items may occasionally need to be re-ordered. Where possible, appropriate substitutions will sometimes be made (i.e. yellow vs. pink Post-It Notes).

-The History Department Staff