**Capital Community College**

**STOCKROOM SUPPLY FORM**

 **PRINT** the info required below. Leave this form in the box marked “Supply Orders” in the 7th floor mailroom. **\*\* Stockroom supplies are not to be used for students or student organizations\*\***

|  |  |  |
| --- | --- | --- |
| **Department:**  | **Name -- PLEASE PRINT:**  | **Date:**  |
| **Office Location:**  | **Received By:**  | **Phone:**   |
| **Quantity**  | **Unit**  | **Item Description**  |
|   |   |  |
|   |   | **Pencils Pens Markers**  |
|   | Each  | Highlighter, Yellow  |
|   | Each  | Pencil #2  |
|   | Each  | Pen, **Black Fine Medium (Circle Choice)**  |
|   | Each  | Pen, **Blue Fine Medium (Circle Choice)**  |
|   | Each  | Pen, **Red Medium Only**  |
|   | Each  | White Board Markers: Black Red Green Blue (Circle Choice)  |
|   |   |   |
|   |   | **Envelopes**   |
|   | Each  | CCC Envelopes #10 College Logo w/ Return Address  |
|   | Each  | CCC. **Window** Envelopes #10 College Logo w/ Return Address  |
|   |   |   |
|   |   | **Pads & Paper**   |
|   | Pad  | Post It Pads 3x3  |
|   | Pad  | Ruled White 5x8  |
|   | Pad  | Ruled White 8.5 x 11  |
|   | Ream (100) | College Letter Head  |
|   |   | **Teaching & Office Supplies**   |
|   | Box  | Chalk  |
|   | Each  | Eraser,  **Felt for Chalk Boards**  |
|   | Each  | Eraser, Dry for White Boards  |
|   | Pk (50)  | Blue Exam Book 6 Page  |
|   | Box or Pk  | Folder File 3 Tab Manila 25 pack 100 box (**Circle choice)**  |
|   | Box  | Folder File **Straight** Tab Manila  |
|   | Each  | Glue Stick  |
|   | Box  | Paper Clip Regular 1” Large 2” **(Circle Choice)**  |
|   | Box  | Binder Clips Mini ½” Small ¾ (**Circle Choice)**  |
|   | Box  | Staples, Standard Size  |
|   | Roll  | Tape, Transparent ¾”W x 1296L  |
|   |   |   |
|   |   | **Calendars & Appointment Books**  |
|   |  Each | Calendar Base For 3.75 x 6  |
|   |  Each | Calendar Refill 3.75 x 6  |
|   |  Each | Calendar Desk Pad 22 x17  |
|   |  Each | Monthly Appt. Book 7 x 9  |
|   |  Each | Weekly Appt. Book 8 x 5 One Week 2 Page Spread  |
|   |   |   |

(Rev 7/2017)