**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)