

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					
		Calendar Base For 3.75 x 6					
		Calendar Refill 3.75 x 6					
		Calendar Desk Pad 22 x17					
		Monthly Appt. Book 7 x 9					
		Weekly Appt. Book 8 x 5 One Week 2 Page Spread					