

ACCC CENTRAL STORES REQUISITION

DATE _____ DEPT. NAME _____

REQUISITIONER (PRINT NAME) _____ TELE EXT. _____

BUDGET # _____ -- -- -- -- --

Qty	Unit	Description of Item	Qty	Unit	Description of Item
		ADDING MACHINE SUPPLIES			DESK SUPPLIES/ACCES.
	EA	BR80N Ribbon		PR	Bookends
	RL	Plain White 2 1/4" Tape		EA	Clipboards, Legal
				EA	Clipboards, Letter
		BATTERIES		EA	Compressed Air
	EA	AA Battery		EA	Tape Dispenser, Black Desktop
	EA	AAA Battery		PR	Scissors, Desk Type 8"
	EA	C Battery		EA	Staple Remover
	EA	D Battery		EA	Stapler Desk Type Black
	EA	9-Volt Battery		BX	Staples Standard 5m/bx
				ST	Support for Legal Size Basket
		BINDERS/BOOKS & ACCES.		ST	Support for Legal Size Basket
	EA	8 1/2x11 3-ring 1" Binder, Black		EA	Wire Basket Letter Size
	EA	8 1/2x11 3-ring 2" Binder, Black			
	EA	8 1/2x11 3-ring 1/2" Binder, White			
	EA	8 1/2x11 3-ring 1" Binder, White			
	EA	8 1/2x11 3-ring 2" Binder, White			
	EA	8 1/2x11 3-ring 3" Binder, White			
	EA	Grade Book			
	EA	Index Inserts 8 1/2 x11 5-tab Clear			ENVELOPES
	PK	Protector Sheet 8 1/2x11 Top Load		BX	#10 White Plain Dept. _____
	PK	Reinforcements self-adhesive		BX	#10 White Window Dept. _____
	PK	Report Covers, Clear		BX	#9 Business Reply
				BX	10x13 Inter-office
				BX	5x11 1/2 Grip-seal Brown 100/bx
		CALENDARS - REFILLS		BX	7 1/2x10 1/2 Self-seal Brown 100/bx
	EA	SK24 Desk Calendar Pad		BX	9 1/2x12 1/2 Grip-seal White 100/bx
				BX	9x12 Open End White 100/bx
		CHALK/WHITEBOARD ACCES			
	EA	Chalkboard Eraser			FOLDERS & FILES
	ST	Dry Eraser Markers 4-color set		EA	ACCC Folders, Two-Pocket
	EA	Dry Erase Marker, Black		PK	Blank Label Inserts #242
	EA	Dry Erase Marker, Red		BX	Manila Folders 752-1/3 Letter
	EA	White Board Cleaner		BX	Pendaflex Letter #4152-1/5 25/bx
	EA	White Board Eraser			
		CLIPS & FASTENERS			INDEX CARDS
	BX	Binder Clips 3/4"		PK	3x5 Blue Ruled 100/pk
	BX	Binder Clips 1 1/4"		PK	3x5 Blue Unruled 100/pk
	BX	Binder Clips 2"		PK	3x5 Canary Ruled 100/pk
	BX	Butterfly Clip # 1 12/bx		PK	3x5 Canary Unruled 100/pk
	BX	Butterfly Clip # 2 50/bx		PK	3x5 White Ruled 100/pk
	BX	Paper Clip #1 100/bx		PK	3x5 White Unruled 100/pk
	BX	Paper Clip # 2 Giant 100/bx		PK	4x6 Blue Ruled 100/pk
	BX	Push Pins, Clear		PK	4x6 Blue Unruled 100/pk
	BX	Thumb Tacks		PK	4x6 Canary Ruled 100/pk
				PK	4x6 Canary Unruled 100/pk
				PK	4x6 White Ruled 100/pk
				PK	4x6 White Unruled 100/pk
		CORRECTION SUPPLIES		PK	5x8 Blue Ruled 100/pk
	EA	Pencil Eraser, Pink 101		PK	5x8 Blue Unruled 100/pk
	EA	Liquid Paper, White		PK	5x8 Canary Ruled 100/pk
	EA	White-Out Tape		PK	5x8 Canary Unruled 100/pk
				PK	5x8 White Ruled 100/pk
				PK	5x8 White Unruled 100/pk

Submit completed forms to cstores@atlantic.edu

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Qty	Unit	Description of Item	Qty	Unit	Description of Item
		LABELS			PENCILS & PENS
	SHT	ACCC Mailing label (6 labels/sht)		DZ	No. 2 Lead
	PK	AVE-05260 Address 2 5/8 x 1		DZ	No. 2 Red
	PK	AVE-05261 Address 4 x 1		EA	Fine Point, Black
	PK	AVE-05262 Address 4 x 1 1/3		EA	Fine Point, Blue
				EA	Fine Point, Red
		MARKERS		EA	Medium Point, Black
	EA	Black Marker, Ultra Fine Line		EA	Medium Point, Blue
	EA	Blue Marker, Ultra Fine Line		EA	Medium Point, Red
	EA	Red Marker, Ultra Fine Line			
	EA	Black Magic Marker, Thick			PRINTED FORMS
	EA	Blue Magic Marker, Thick		EA	Blanket Purchase Order *(3-part)
	EA	Green Magic Marker, Thick		EA	Budget Transfers *(3-part)
	EA	Red Magic Marker, Thick		EA	Employee Add/Change *(5-part)
	EA	Yellow Highlighter		EA	Payroll Timesheets *(3-part)
	ST	Overhead Markers 4-color set		EA	Printing Requisitions *(3-part)
				EA	Travel Advance *(3-part)
				EA	Travel Reimbursement *(2-part)
		MISCELLANEOUS			
	DZ	Post-It Notes 1 1/2 x 2			*2-part forms = 250 per pkg.
	EA	Post-It Notes 3 x 3			*3-part forms = 167 per pkg.
	EA	Post-It Notes 3 x 5			*5-part forms = 100 per pkg.
	PK	Post-It Arrow Flags Asst. Neon			
	EA	Magnetic Back ACCC Namebadge			RIBBONS
	EA	Rubber Finger		EA	Smart Ribbon Kit SIADC-P-YNCKOK
	EA	Student Lanyards			
	EA	Transfer File (Storage Box)			RUBBERBANDS
	EA	Travel Drive		BX	#33 1 lb.
		PADS			
	EA	4x6 Plain White			
	EA	5x8 White Ruled			TAPE
	EA	8 1/2 x 11 White Ruled, Letter		RL	3710-2 Sealing Tape Clear 2"
	EA	8 1/2 x 14 White Ruled, Legal		RL	3/4x1296 Scotch Tape
	EA	Easel Pads 27X34, Plain			
	EA	Steno, Green			
	EA	Telephone Message			
		PAPER			
	BX	8 1/2 x 11 White, Letter			
	RM	8 1/2 x 14 White, Legal			
	RM	ACA Letterhead			
	RM	ACCC Letterhead			
	RM	WACC Letterhead			
	RM	CMCC Letterhead			
		8 1/2 x 11 Color Paper			
	RM	---Blue			
	RM	---Gold			
	RM	---Green			
	RM	---Pink			
	RM	---Salmon			
	RM	---Tan			
	RM	---Yellow			

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