

ACCC CENTRAL STORES REQUISITION

DATE _____ DEPT. NAME _____

REQUISITIONER (PRINT NAME) _____ TELE EXT. _____

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

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		EA	Fine Point, Black
	PK	AVE-05261 Address 4 x 1		EA	Fine Point, Blue
	PK	AVE-05262 Address 4 x 1 1/3		EA	Fine Point, Red
				EA	Medium Point, Black
		MARKERS		EA	Medium Point, Blue
	EA	Black Marker, Ultra Fine Line		EA	Medium Point, Red
	EA	Blue Marker, Ultra Fine Line			
	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)
				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	Student Lanyards			RIBBONS
	EA	Transfer File (Storage Box)		EA	Smart Ribbon Kit SIADC-P-YNCKOK
	EA	Travel Drive			
					RUBBERBANDS
				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	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			

Revised July 2022

Submit completed forms to cstores@atlantic.edu