



Purchase/Supply Request

Requested by: _____
Committee: _____
RC/Staff/Office Area _____

RECEPTION/RC-ADMINISTRATIVE SUPPLIES

	DATE	TYPE	QUANTITY
Phone message books	_____	_____	_____
Calendar/Planner refills	_____	_____	_____
Toner Cartridge/Drum	_____	_____	_____
Pens/Markers/Pencils	_____	_____	_____
Paperclips/Binder clips	_____	_____	_____
Tape/Glue	_____	_____	_____
Stapler/Staple Remover/Staples	_____	_____	_____
Erasers/White Out	_____	_____	_____
USB/R-DVD/R-RW CD	_____	_____	_____
File Folders/Hinging File Folders	_____	_____	_____
File Labels/File Tabs/Labeling Tape	_____	_____	_____
Ring Binders/Binding Combs/Binding Coils	_____	_____	_____
Legal pads/note paper	_____	_____	_____
Colored paper/Cardstock	_____	_____	_____
Post-it notes	_____	_____	_____
Stationary/Letterhead/Envelopes	_____	_____	_____
White Copy paper/legal-letter	_____	_____	_____
Fax Film	_____	_____	_____
Manila/padded envelopes	_____	_____	_____
Other/Misc	_____	_____	_____

Order Date: _____

Rec'd Date: _____

Processed By: _____