

Company Name \_\_\_\_\_ P.O.# \_\_\_\_\_ Date \_\_\_\_\_

Authorized Requisitioner \_\_\_\_\_ Location \_\_\_\_\_  
 Print Name \_\_\_\_\_ Bldg. Area/Workstation \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City, St, Zip \_\_\_\_\_ Fax \_\_\_\_\_

Comments: \_\_\_\_\_

Qty	UM	Item ID	Description	Qty	UM	Item ID	Description
<b>Binders &amp; Accessories</b>				<b>Pads &amp; Notes (con't)</b>			
	EA	AVEK3110BK	RING BINDER,11X8.5,1 IN.,BLACK		DZ	VPO00049	PAD,LGL,OFFICE PLUS,5X8,CANARY
<b>Clips</b>					DZ	VPO00050	PAD,LGL,OFFICE PLUS,5X8,WHITE
	DZ	VPO00074	BINDER CLIPS,MEDIUM		DZ	VPO00051	PAD,LGL,OFFICE PLUS,8.5X11,CANARY
	DZ	VPO00075	BINDER CLIPS,SMALL		DZ	VPO00052	PAD,LGL,OFFICE PLUS,8.5X11,WHITE
	CT	VPO00091	GEM CLIPS-GIANT (1000)		PD	MMM654YW	PAD,NOTE,POST IT,3"X3",YW
	CT	VPO00093	PAPER CLIPS,#1 GEM (1000)		PD	MMM655YW	PAD,NOTE,POST IT,3"X5",YW
<b>Computer Supplies</b>					PK	TOP3002P	PAD,WYWO,4X5.25,PINK
	EA	HEW51645A	CARTRIDGE,INK,DESKJET,BLACK		PD	MMMR330YW	REFILL,PAD,POST-IT,3X3,YW
<b>Correction Supplies</b>				<b>Paper</b>			
	EA	PAP56301	CORRECTION FLUID, MULTI PURPOSE		CT	WLL9510AS	COMPUTER PAPER,9.5X11,20#,WHITE
	EA	PAP56401	CORRECTION FLUID, WHITE		RM	VPO00012	PAPER,COPY,OFFICEPLUS,8.5X11,WE
<b>Desk Accessories</b>					RM	VPO00013	PAPER,COPY,OFFICEPLUS,8.5X14,WE
	BX	VPO00085	STANDARD STAPLE, CHISEL	<b>Pens, Pencils &amp; Accessories</b>			
	EA	VPO00100	STAPLER,STANDARD,EXEC,FULL,BLACK		TB	PENC505HB	LEAD,.5MM,"SUPERFINE"BLACK
<b>Filing</b>					EA	PAP96801	PEN,BALL PT,FN,FLEXGRIP,BLACK
	BX	VPO00128	FOLDER,LETTER,1/3 CUT,MLA		EA	PAP96101	PEN,BALL PT,MED,FLEXGRIP,BLUE
	BX	VPO00129	FOLDER,LEGAL,1/3 CUT,MLA		EA	PAP96301	PEN,BALL PT,MED,FLEXGRIP,BLACK
	EA	SMD73224	POCKET,LTR,3.5,STR,RR		EA	PIL32001	PEN,BALL PT,RSVP,FINE,BLACK
	BX	VPO00133	FOLDER,HANGING,LTR,1/5 CUT		EA	PAP95301	PEN,BALL,MD,FLEXGP,RTRBL,BLACK
	BX	VPO00135	FOLDER,HANGING,LGL,1/5 CUT		EA	SAN60101	PEN,BALL,UNIBALL,FINE,BLACK
<b>Highlighters &amp; Markers</b>					EA	SAN60151	PEN,BALL,UNIBALL,XFN,BLACK
	EA	SAN25005	HIGHLIGHTER,MAJOR ACCENT,YELLOW		EA	SAN60153	PEN,BALL,UNIBALL,XFN,BLUE
	EA	SAN30001	MARKER,SHARPIE,FN,PERM,BLACK		EA	PIL35346	PEN,ROLG,FN,PRECISE,BLACK, PV7
	EA	AVE08888	MARKER,FELT,CHISEL TP,LRG,BLACK		EA	PIL35334	PEN,ROLG,XF,PRECISE,BLACK, PV5
<b>Mailing Supplies</b>					EA	PENAX17A	PENCIL,.7 MM, BLACK
	BX	WEVCO125	ENVELOPE,#10,24#,WHITE		DZ	PAP33111	PEN,BALL PT,MED,STICK,BLUE
	BX	WEVCO990	ENVELOPE,CLASP,9X12,28#		DZ	PAP33311	PEN,BALL PT,MED,STICK,BLACK
	BX	WEVCO997	ENVELOPE,CLASP,10X13,28#		DZ	SAN12132	PENCIL,WOODCASED,#2
<b>Pads &amp; Notes</b>				<b>Tape &amp; Accessories</b>			
	PD	MMM6549YW	NOTE,HIGHLAND,3X3,YELLOW		RL	MMM6200341296	TAPE,HIGHLAND,TRNS,3/4X1296
	PD	MMM6559YW	NOTE,HIGHLAND,3X5,YELLOW		RL	MMM3750260CR	TAPE,SEALING,48mmX50m,CLEAR
	PK	MMM6539	NOTE,HIGHLAND,1.5X2,YELLOW,DZ		RL	MMM8103412	TAPE,TRANS,MAGIC,3/4X1296,1" CORE
<b>OTHER SUPPLIES</b>							
QTY	CAT. PAGE	UOM	PRODUCT NUMBER	DESCRIPTION			