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.**
	RL	Plain White 2 ¼" Tape		EA	Clipboards, Legal
				EA	Clipboards, Letter
				EA	Compressed Air
		BATTERIES		EA	Tape Dispenser, Black Desktop
	EA	AA Battery		EA	Scissors, Desk Type 8"
	EA	AAA Battery		PR	Staple Remover
	EA	C Battery		EA	Stapler Desk Type Black
	EA	D Battery		BX	Staples Standard 5m/bx
	EA	9-Volt Battery			
		BINDERS/BOOKS & ACCES.			
	EA	8 ½x11 3-ring 1" Binder, Black			
	EA	8 ½x11 3-ring 2" Binder, Black			
	EA	8 ½x11 3-ring ½" Binder, White			
	EA	8 ½x11 3-ring 1" Binder, White			
	EA	8 ½x11 3-ring 2" Binder, White			
	EA	8 ½x11 3-ring 3" Binder, White			
	EA	Grade Book			
	EA	Index Inserts 8½ x11 5-tab Clear			**ENVELOPES**
	PK	Protector Sheet 8½x11 Top Load		BX	#10 White Plain Dept. _____
				BX	#10 White Window Dept_____
				BX	#9 Business Reply
				BX	10x13 Inter-office
				BX	9½x12½ Grip-seal White 100/bx
		CALENDARS – REFILLS			
	EA	SK24 Desk Calendar Pad			
		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		BX	Manila Folders 752-1/3 Letter
	EA	Dry Erase Marker, Red		BX	Pendaflex Letter #4152-1/5 25/bx
	EA	White Board Cleaner			
	EA	White Board Eraser			
		CLIPS & FASTENERS			**INDEX CARDS**
	BX	Binder Clips 3/4"		PK	3x5 Blue Ruled 100/pk
	BX	Binder Clips 1 14"		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 Unruled 100/pk
	BX	Push Pins, Clear		PK	4x6 Canary Ruled 100/pk
				PK	4x6 Canary Unruled 100/pk
				PK	4x6 White Ruled 100/pk
				PK	4x6 White Unruled 100/pk
				PK	5x8 Blue Ruled 100/pk
		CORRECTION SUPPLIES		PK	5x8 Blue Unruled 100/pk
	EA	Pencil Eraser, Pink 101		PK	5x8 Canary Ruled 100/pk
	EA	Liquid Paper, White		PK	5x8 Canary Unruled 100/pk
	EA	White-Out Tape		PK	5x8 White Ruled 100/pk
				PK	5x8 White Unruled 100/pk
		Revised July 2023			

Submit completed forms to cstores@atlantic.edu

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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 ½ 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 ½ x 11 White Ruled, Letter		RL	3710-2 Sealing Tape Clear 2”
	EA	8 ½ x 14 White Ruled, Legal		RL	3/4x1296 Scotch Tape
	EA	Steno, Green			
	EA	Telephone Message			
		PAPER			
	BX	8 ½ x 11 White, Letter			
	RM	8 ½ x 14 White, Legal			
	RM	ACA Letterhead			
	RM	ACCC Letterhead			
	RM	WACC Letterhead			
	RM	CMCC Letterhead			
		8 ½ x 11 Color Paper			
	RM	---Blue			
	RM	---Gold			
	RM	---Green			
	RM	---Pink			
	RM	---Salmon			
	RM	---Tan			
	RM	---Yellow			

Revised March 2023

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