

SOLANO COMMUNITY COLLEGE
SUPPLY REQUEST FORM

Send request form via inter-office mail to room 115,
 or via email as a PDF to graphics@solano.edu

Banner Budget Code (FOAP)		
Originator	Ph. Ext.	Date
Budget Manager Approval	Ph. Ext.	Date
<input type="checkbox"/> Will Call - customer pick-up in Graphics		<input type="checkbox"/> Deliver to Room # _____

Quantity Ordered	Item Description <i>please read carefully to ensure accurate order placement</i>	Unit of Issue	Unit Price	Quantity Issued	Total
	Mailing Labels - SCC Address, pkg of 50	pkg	\$3.00		
	#10 Envelopes, SCC return address, 500/box NO WINDOW	box	\$20.00		
	#10 Envelopes, SCC return address, 500/box WINDOW	box	\$25.00		
	SCC Letterhead, 20lb, pkg of 100 (outsourced)	pkg	\$19.33		
	SCC Memo Paper, 20lb, pkg of 100 (outsourced)	pkg	\$19.33		
	Copy Paper: 20lb, 8.5x11, white 500 shts/ream/ 10 reams per box	ream/box	\$3.00/\$35.00		
	Colored Copy Paper: 20lb, 8.5x11 500 shts/ream - specify color: _____	ream	\$5.00		
	"Pretty Paper": 28lb, 8.5x11, white 500 shts/ream	ream	\$13.50		
	Cardstock: 110lb, 8.5x11, white 250 shts/ream / 10 reams per box	ream/box	\$15.00/\$150.00		
	Legal Paper: 20lb, 8.5x14, white 500 shts/ream / 10 reams per box	ream/box	\$5.75/\$57.50		
	Colored Legal Paper: 20lb, 8.5x14 500 shts/ream - specify color: _____	ream	\$6.50		
	Tabloid Paper: 20lb, 11x17, white 500 shts/ream	ream	\$14.50		
	Special Paper (Parchment, AstroBright, etc.) specify: _____	various	\$ _____		
	Toner cartridge for printers - specify below Printer Make and Model # _____ _____ black _____ cyan _____ magenta _____ yellow I.D. # (for printer that toner is being ordered for): _____	each	\$ _____ \$ _____ \$ _____ \$ _____		

Total Order Charges

Supplies Received By _____	Issued by: _____
Post to: Supplies 1100-3040-8890-000000	Date: _____
\$ _____	