

**Capital Community College  
STOCKROOM SUPPLY FORM**

Please fill out and leave it in the box marked "SUPPLY ROOM" in the 7<sup>th</sup> floor mailroom.

<b>Department:</b>		<b>Authorized Requesting Signature:</b>	<b>Ext:</b>	<b>Date:</b>
<b>Deliver to:</b>		<b>Received By:</b>	<b>Room</b>	
<b>Quantity</b>	<b>Unit</b>	<b>Item Description</b>		
		<b>Pencils Pens Markers</b>		
	Each	Highlighters: Yellow Pink (Circle Choice)		
	Each	White Board Markers: Black Red Green Blue (Circle Choice)		
	Each	Heavy Black Marker		
	Each	Pen Fine Black		
	Each	Pen Fine Blue		
	Each	Pen Medium Black		
	Each	Pen Medium Blue		
	Each	Pen Medium Red		
	Each	Pencil #2		
		<b>Envelopes</b>		
	Each	CCC Envelopes #10 College Logo w/ Return Address		
	Each	CCC. Window Envelopes #10 College Logo w/ Return Address		
	Each	Interdepartmental Pink Envelope (STO-499)		
		<b>Labels</b>		
	Each	Labels Custom Printed CCC Label w/ Return Address 3" x 4"		
		<b>Pads</b>		
	Pad	Post It Pads 3x3		
	Pad	Ruled White 5x8		
	Pad	Ruled White 8.5 x 11		
	Pad	Ruled Yellow 8.5 x 11		
		<b>Paper</b>		
	Ream	College Letter Head		
	Ream	Paper 8.5 x 11 Multi Use White For Copier		
	Ream	Paper 8.5 x 14 Multi Use White For Copier		
		<b>Miscellaneous</b>		
	Each	Class Register <b>35 Lines</b>		
	Box	Chalk White		
	Each	Eraser, Felt for Chalk Boards		
	Each	Eraser, Dry for White Boards		
	Pkg (50)	Blue Exam Book 6 Page		
	Box	Folder File 3 Tab Manila		
	Box	Folder File Straight Tab Manila		
	Each	Glue Stick		
	Roll	Masking Tape 1"		
	Box	Paper Clip Regular 1" Large 2" (Circle Choice)		
	Box	Binder Clips Small 3/4" Large 1 1/4" (Circle Choice)		
	Box	Push Pins (100ct)		
	Bag	Rubber Bands Assorted Sizes—80ct.		
	Each	Ruler, 12 Inch		
	Box	Staples, Standard Size		
	Roll	Tape, Transparent (Scotch) 3/4"W x 1296L		
		<b>Calendars &amp; Appointment Books On Back</b>		
		<b>Check Here If Ordering From Other Side</b>		

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Quantity	Unit	Calendars
	Each	Calendar Base For 3.75 x 6
	Each	Calendar Refill 3.75 x 6
	Each	Calendar Base For 3 x 3 5/8
	Each	Calendar Refill 3 x 3 5/8
	Each	Calendar Desk Pad 22 x17
	Each	Monthly Appt. Book 7 x 9
	Each	Weekly Appt. Book 8 x 5 One Week 2 Page Spread