

Date _____

[] Check if this form replaces an earlier version

Special Office Supplies Form

Return your Division Head by July 15

Area Name _____ Person Completing this Form

The Office will have standard office supplies in reasonable (i.e. small) quantities. We estimate that each area may need about a dozen pens and pencils, two staplers, a few pads of paper, a couple of clipboards, a pair of scissors, scotch tape, masking tape, thumb tacks, etc and will purchase these supplies accordingly.

Please complete this form only if you need special, or large quantities of, office supplies, such as a gross of pens, rubber stamps, ink pads, duct tape, etc. If you only need standard supplies in standard quantities, don't complete the form.

I will need the following special supplies for my area:

Description	Quantity
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____