



MBH OFFICE SUPPLY ORDER FORM



SUBMIT COMPLETED FORMS TO CENTRAL SERVICES FOR APPROVAL AND PROCESSING

PLEASE NOTE: IF YOU NEED ANY SUPPLIES OR ITEMS NOT LISTED BELOW, A PURCHASE REQUISITION MUST BE SUBMITTED

REQUESTOR _____ DATE REQUESTED _____
 PHONE EXT. _____
 BUDGET # _____ GRANT PROGRAM _____ DEPT / LOCATION _____
 SUPERVISOR APPROVAL _____ DATE APPROVED _____

FOR STAFF FILLING ORDER

QTY	UNIT OF ISSUE	ITEM DESCRIPTION	QTY ISSUED	DATE ISSUED	BACK ORDER
LETTERHEAD, FOLDERS & ENVELOPES					
	BX (500)	ENVELOPES LETTERHEAD			
	BX (500)	ENVELOPES PLAIN			
	BX (500)	LETTERHEAD STATIONARY			
	PK (25)	HANGING FILE FOLDERS			
	PK (100)	MANILA FOLDERS			
COPY & COMPUTER PAPER					
	REAM	LETTER WHITE (500 SHEETS/REAM)			
	CASE	LETTER WHITE (10 REAMS/CASE)			
	REAM	LEGAL WHITE (500 SHEETS/REAM)			
DESK ITEMS					
	1	TAPE DISPENSER			
	PK (10)	SCOTCH TAPE			
	1	STAPLER			
	PK (5)	STAPLES (5000/PK)			
	PK (12)	CORRECTION TAPE			
	PK (12)	BINDER CLIPS – MEDIUM			
	PK (12)	BINDER CLIPS – SMALL			
	PK (60)	BIC ROUND BARREL PENS			
	PK (12)	PAPERMATE INKJOY			
	PK (24)	PENCILS			
	PK (18)	3 X 3 STICKY NOTES			
	PK (12)	1.5 X 2 STICKY NOTES			
	PK (8)	4 X 6 RULED STICKY NOTES			
MISCELLANEOUS					
	PK (250)	APPOINTMENT CARDS (specify county)			
	PK (250)	POST CARD APPOINTMENT CARDS (specify county)			
	BOX	KLEENEX			
	PK (4)	AA BATTERIES			
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