



MBH OFFICE SUPPLY ORDER FORM



SUBMIT APPROVED FORMS TO CENTRAL_SERVICES@MBHCI.ORG FOR PROCESSING

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

REQUESTOR (PRINT NAME) _____ DATE REQUESTED _____

PHONE EXT. _____

BUDGET # _____ GRANT PROGRAM _____ DEPT / LOCATION _____

SUPERVISOR APPROVAL (REQUIRED) _____ DATE APPROVED _____

FOR STAFF FILLING ORDER

QTY	UNIT OF ISSUE	ITEM DESCRIPTION	QTY ISSUED	DATE ISSUED	BACK ORDER
LETTERHEAD, FOLDERS & ENVELOPES					
	BOX	ENVELOPES PLAIN (500/BX – specify return address) _____ _____, FL _____			
	PK (1)	HANGING FILE FOLDERS (25/PK)			
	PK (1)	MANILA FOLDERS (100/PK)			
PAPER					
	REAM	LEGAL WHITE – 8.5 X 14 (500 SHEETS/REAM)			
	REAM	LETTER WHITE – 8.5 X 11 (500 SHEETS/REAM)			
	CASE	LETTER WHITE – 8.5 X 11 (10 REAMS/CASE)			
	1	NOTEPAD – JUNIOR SIZE			
	1	NOTEPAD – LETTER SIZE			
DESK ITEMS					
	PK (1)	BINDER CLIPS – SMALL (12/PK)			
	PK (1)	BINDER CLIPS – MEDIUM (12/PK)			
	PK (1)	BINDER CLIPS – LARGE (12/PK)			
	1	CORRECTION TAPE			
	PK (1)	HIGHLIGHTERS ASSORTED COLORS – LARGE (12/PK)			
	PK (1)	HIGHLIGHTERS ASSORTED COLORS – PEN STYLE (12/PK)			
	PK (1)	PAPERCLIPS – REGULAR (100/PK)			
	PK (1)	PAPERCLIPS – JUMBO (100/PK)			
	PK (1)	PENCILS (10/PK)			
	PK (1)	PENS (10/PK)			
	PK (1)	PERMANENT MARKERS – CHISEL POINT LARGE (12/PK)			
	PK (1)	PERMANENT MARKERS – FINE POINT (12/PK)			
	1	STAPLER			
	PK (1)	STAPLES (5000/PK)			
	1	STICKY NOTES – 3 X 3			
	1	STICKY NOTES – 1.5 X 2			
	1	STICKY NOTES – 4 X 6 RULED			
	ROLL	TAPE			
	1	TAPE DISPENSER			



MBH OFFICE SUPPLY ORDER FORM



MISCELLANEOUS

	PK (1)	AA BATTERIES (4/PK)			
	PK (1)	AAA BATTERIES (4/PK)			
	PK (1)	APPOINTMENT CARDS (250/PK – <i>specify county</i>)_____			
	BOX	KLEENEX			