

CITY OF NORTHAMPTON OFFICE SUPPLY REQUISITION FORM

Department: _____ Division: _____

Signature: _____ Date: _____

Received By: _____ Date: _____

Item	Description	Unit	Pricing Info.	
ENVELOPES			Cost	Quantity
#10 Wh. Business Envelopes	4-1/8" x 9-1/2", Sub24, V	BOX	\$6.48	
10" x 13" Clasp Envelopes	100/Box	BOX	\$5.99	
12" x 15" Clasp Envelopes	100/Box	BOX	\$9.28	
6-3/4" White Business Envelopes	3-5/8" x 6-3/4", Sub24,V	BOX	\$7.43	
6-1/2" x 9-1/2" Clasp Envelopes	100/Box	BOX	\$4.99	
9-1/2" X 12-1/2" Clasp Envelopes	100/Box	BOX	\$6.99	
FOLDER			Cost	Quantity
Hanging File Folders	Hanging, 1/3 Cut, LTR	BOX	\$4.92	
Manila File Folders	(9" X 12") 1/3 Cut, Letter, 100/Box	BOX	\$5.25	
MARKERS			Cost	Quantity
Black Broad Tip Markers	Felt Tip, Permanent	EA	\$0.47	
Black Finesline Markers	Felt Tip Signature Pen	DZ	\$1.58	
Blue Broad Tip Markers	Felt, Permanent	EA	\$0.47	
Blue Finesline Markers	Felt Tip Signature Pen	DZ	\$1.58	
Dry Erase Marker Sets	Dry Erase Markers 4/Set	Set	\$1.99	
Jumbo Black Dry Erase Marker	Jumbo Bk Dry Erase Marker	EA	\$0.53	
Magic Marker Sets	8 Color Water Based	Sets	\$1.76	
Red Broad Tip Markers	Felt Tip, Permanent	EA	\$0.47	
Red Finesline Markers	Felt Tip Signature Pen	DZ	\$1.58	
MISCELLANEOUS			Cost	Quantity
Adding Machine Roll	2 1/4" white, single ply roll	EA	\$0.35	
Metric Ruler	Metric Plastic	EA	\$0.17	
Dry Erase Board Erasers	Expo	EA	\$1.29	
3 Ring Binders	1" Ring, BK Vinyl	EA	\$0.96	
Post-It-Notes 3" x 3"	100 sheets/Pad, Yellow	DZ	\$6.66	
White Out	Correction Fluid, Liquid Paper	EA	\$0.85	
Dry Erase Board Cleaner	Expo 81803	EA	\$1.31	
Push Pins, Plastic Head	100/, Assorted Colors	BOX	\$0.38	
Glue Stick	Non Toxic, .75 Oz.	EA	\$0.48	
7" Scissors	Pointed, Deluxe	EA	\$1.89	
Thumb Tacks	1/2"	BOX	\$0.19	
Phone Message Book	400 duplicate sets- carbonless	EA	\$2.99	
Batteries AAA	Ever Ready Brand	EA	\$0.34	
Batteries AA	Ever Ready Brand	EA	\$0.34	
Rubber Bands	Assorted, 1/4 Lb.	BOX	\$0.52	
PADS			Cost	Quantity
3" x 5" Scratch Pads	3" x 5" Memo Pads, 12/Pk	PKG	\$1.90	
8-1/2" X 11" Legal Pads	Wide Ruled, Canary	EA	\$0.46	
9-1/2" X 14" Legal Pads	Canary, Wide Ruled	EA	\$0.58	
8.5" x 11" legal wide ruled	White, Wide Ruled	EA	\$0.43	
Wirebound Notebook	Composition, 96 Pgs.	EA	\$0.83	
PAPER CLAMPS, CLIPS &...			Cost	Quantity
Large Paper Clips	Jumbo 100/Box	BOX	\$0.40	
Paper Fasteners	Brass, 1 Inch Size	BOX	\$0.56	
Small Paper Clips	#1, 100/Box	BOX	\$0.16	
Binder Clips	Small	BOX	\$0.16	
Binder Clips	Medium 1-1/4"	BOX	\$0.41	
Binder Clips	Large	BOX	\$1.04	
PAPER			Cost	Quantity
8.5" x 11" Copy paper	Sub 20, #4 Sulphite	CASE	\$24.78	
8.5" x 14" White Copy Paper	Sub 20, #4 Sulphite	REAM	\$3.68	
11"X 17" White Copy Paper	Sub 20, #4 Sulphite	REAM	\$5.76	
Blue Copy paper	8-1/2" x 11" Blue Bond	REAM	\$3.32	
Buff Copy Paper	8-1/2" x 11" Buff Bond	REAM	\$3.32	
Canary Copy Paper	8-1/2" x 11" Canary Bond	REAM	\$3.32	

PAPER				Cost	Quantity
Goldenrod Copy Paper	8-1/2" x 11" Goldenrod	REAM		\$3.32	
Green Copy paper	8-1/2" x 11" Green Bond	REAM		\$3.32	
Pink Copy Paper	8-1/2" x 11" Bond Paper	REAM		\$3.32	
PENS / PENCILS				Cost	Quantity
Black Pens	Fine Point, Papermate	DZ		\$0.94	
Blue Pens	Fine Point, Papermate	DZ		\$0.94	
Red Pens	Fine Point, Papermate	DZ		\$0.94	
#2 Pencils	#2 Pencil w/ Eraser	DZ		\$1.08	
STAPLERS & SUPPLIES				Cost	Quantity
Staple Remover	Jaw Style	EA		\$0.18	
Stapler	Standard Half Strip	EA		\$6.59	
Staples	Standard, 5000 / Box	BOX		\$0.61	
TAPE				Cost	Quantity
Masking Tape	3/4" x 60 Yards	EA		\$1.44	
Scotch Tape	1/2" Magic Mending #810	EA		\$1.07	
Scotch Tape	1/2" Cellophane Tape, # 600	EA		\$0.99	
Scotch Tape	3/4" Magic Mending #810	EA		\$1.27	
Scotch Tape	3/4" Cellophane Tape, # 600	EA		\$1.19	
Tape Dispenser	1/2", Plastic, R126	EA		\$0.21	
Transparent Packing Tape	2" Wide	EA		\$0.55	
TONER / INK CARTRIDGES					
Printer Brand & Model #		Toner / Cartridge No. (Description)			Quantity
1.)					
2.)					
REQUEST ITEMS NOT ON LIST HERE					
ITEM	DESCRIPTION	W.B. MASON #	Quantity		
1.)					
2.)					
3.)					
4.)					
5.)					
6.)					
7.)					
Fax your request to Dave Gleason, Storeroom Keeper by Tuesday for deliveries on Friday To: 587-1378					