



In-House Office Supply Order Form

COMPLETE & PRINT THIS FORM WITH SIGNATURE APPROVAL AND SEND "TWO" COPIES TO UE RECEIVING.

Date _____ Name _____ Email _____

Phone _____ Dept _____ Account# _____

Deliver to _____ PAADS Approval _____
(Specify if different location) (PAADS is on file or Approval Signature is Required)

FORMS

Qty.	UOM	Item #	Price	Description
	25/pkg	10-102	\$ -	ICA excludes Copy Request (1/2sheet) \$7.10/pkg
	12/pkg	10-103	\$ -	Petty Cash Voucher \$4.93/pkg
	500/pkg	10-110	\$ -	Electronic Answer Sheets \$62.75/pkg

ENVELOPES & STATIONARY

Qty	UOM	Item #	Price	Description
	25/pkg	13-190	\$ -	Notecard & Envelopes - \$6.69/pkg

PAPER

Qty	UOM	Item #	Price	Description
	500/ream	13-111	\$ -	White Premium Bond Paper - 24# Letter (8.5 x 11) \$19.07/rm
	500/ream	13-115	\$ -	White 3-Hole Punch Paper - 20# Letter (8.5 x 11) \$4.25/rm
	500/ream	13-130	\$ -	White Bond - 20# Legal, (8.5 x 14) \$8.96/rm
	500/ream	13-131	\$ -	White Bond - 20# Tabloid (11 x 17) \$13.47/rm

MISCELLANEOUS INFORMATION

1. Order colored paper, office white printer paper, and cardstock from the UE Office Depot/Office Max website.
2. Send an email to centralreceiving@evansville.edu to order white 8.5 x 11 paper for satellite copier use.

TOTAL	\$ -		Pick Initials:
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Please send "TWO" copies to Central Receiving to receive a delivery receipt with order.

Notes: Prices are subject to change. For current prices contact Receiving at extension 2181.

Rev. 12/2024