

CENTRAL STORES STOCK ITEMS

April 2017

- Complete a requisition for central stores supply form.
- Send orders to CCTR 116 or fax orders to extension 3393.
- Orders are delivered during the first five (5) business days of each month.
- Orders must be received **BEFORE** the 1st of each month for inclusion in the next 5-day delivery cycle.
- Prices are the most current at time of publication and are subject to change.
- **Note: Supplies are stored at a separate location. All of the above must be adhered to.**
- **Please return used messenger envelopes to Central Receiving CCTR116**
- **All printed college material is old college logo; we do not stock printed material with the new college logo.**

STOCK #	DESCRIPTION	UNIT	COST
100089	MESSENGER ENVELOPE 10" X 15" 100/BOX (Limited Quantities)	BOX	67.50
100090	MESSENGER ENVELOPE 4-3/4" X 11" USED	50	FREE
100091	MESSENGER ENVELOPE 10" X 15" USED	BOX	FREE
100228	PAD REFERRAL SLIP (Limited Quantities)	PAD	1.25
100499	OPSCAN FORMS BLUE 200 QUESTIONS 500/PK	PK	21.00
100500	OPSCAN FORMS GREEN 120 QUESTIONS 500/PK	PK	45.11

Memo, telephone and referral pads can be ordered direct from the Copy Center.

All other office products are ordered through the Procurement Office.

QUESTIONS

Product quality questions – call Procurement Office, ext. 4113

Delivery, pricing or other questions – call Central Receiving, ext. 4515 or 5729