

\*\*MONTH END REQUISITION FOR OFFICE SUPPLIES\*\*

**STORE** \_\_\_\_\_ **MONTH/YR** \_\_\_\_\_

| <b>FORMS</b>              | <b>QTY NEEDED</b> | <b>MISC</b>              | <b>QTY NEEDED</b> |
|---------------------------|-------------------|--------------------------|-------------------|
| Application for credit    |                   | DRS pocket notepads      |                   |
| Material req. sheet       |                   | DRS note pads            |                   |
| Cash out sheet            |                   |                          |                   |
| Defective comp. sheet     |                   |                          |                   |
| 4 yr. Warranty form       |                   |                          |                   |
| Sales tax form            |                   |                          |                   |
| New product form          |                   |                          |                   |
| CFC registration form     |                   | <b>TAPES</b>             | <b>QTY NEEDED</b> |
| Move tag stickers         |                   | Adding machine tape      |                   |
| DRS repair orders         |                   | Scotch tape              |                   |
| DRS purchase orders       |                   | Shipping tape            |                   |
|                           |                   | Credit card machine tape |                   |
|                           |                   |                          |                   |
| <b>INVOICES</b>           | <b>QTY NEEDED</b> |                          |                   |
| Laser invoice forms       |                   |                          |                   |
|                           |                   | <b>STAPLES</b>           | <b>QTY NEEDED</b> |
|                           |                   | S.F. Swingline style     |                   |
|                           |                   | B8 Bostich style         |                   |
|                           |                   |                          |                   |
| <b>ENVELOPES</b>          | <b>QTY NEEDED</b> |                          |                   |
| Interdepartment envelopes |                   | <b>PENS</b>              | <b>QTY NEEDED</b> |
| Bank deposit env.         |                   | Downriver pens           |                   |
| Visa envelopes            |                   | Regular pens             |                   |
| Packing list enclosed     |                   | Pencils                  |                   |
|                           |                   | Thick markers            |                   |
| <b>MISC</b>               | <b>QTY NEEDED</b> | Thin markers             |                   |
| Reg. deposit books        |                   |                          |                   |
| Small paper clips         |                   |                          |                   |
| Large paper clips         |                   |                          |                   |
| Reinforcements            |                   | <b>PRINTER PRODS</b>     | <b>QTY NEEDED</b> |
| White out                 |                   | MODEL#<br>_____          |                   |
| Plastic tabs              |                   | Wide printer paper       |                   |
| 1x3 sticky labels         |                   | Printer ribbon           |                   |
| Stamp pads                |                   | RIBBON #<br>_____        |                   |
| Index cards               |                   |                          |                   |
| DRS screwdrivers          |                   |                          |                   |

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| <b>FAX PRODUCTS</b>   | <b>QTY NEEDED</b> |  |  |
|-----------------------|-------------------|--|--|
| MODEL #<br>_____      |                   |  |  |
| Cover page            |                   |  |  |
|                       |                   |  |  |
| Ink cartridge         |                   |  |  |
| CARTRIDGE #<br>_____  |                   |  |  |
|                       |                   |  |  |
|                       |                   |  |  |
| <b>COPIER PRODS</b>   | <b>QTY NEEDED</b> |  |  |
| MODEL #<br>_____      |                   |  |  |
| 8 ½' x 11" paper      |                   |  |  |
| Ink cartridge         |                   |  |  |
| CARTRIDGE #<br>_____  |                   |  |  |
|                       |                   |  |  |
|                       |                   |  |  |
| <b>COMPUTER PRODS</b> | <b>QTY NEEDED</b> |  |  |
| Keyboard              |                   |  |  |
| Mouse                 |                   |  |  |
| Mouse pad             |                   |  |  |
|                       |                   |  |  |
|                       |                   |  |  |
| <b>PHONE PRODS</b>    | <b>QTY NEEDED</b> |  |  |
| Cord                  |                   |  |  |
| Handset               |                   |  |  |
|                       |                   |  |  |
|                       |                   |  |  |
| <b>CALCULATOR</b>     | <b>QTY NEEDED</b> |  |  |
| MODEL #<br>_____      |                   |  |  |
| Paper                 |                   |  |  |
| Ink cartridge         |                   |  |  |
|                       |                   |  |  |
|                       |                   |  |  |
|                       |                   |  |  |
|                       |                   |  |  |

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| <b>PAPER PRODUCTS</b> | <b>QTY NEEDED</b> |  |  |
|-----------------------|-------------------|--|--|
| Small paper bags      |                   |  |  |
| Large paper bags      |                   |  |  |
| Small trash bags      |                   |  |  |
| 39-gal trash bags     |                   |  |  |
| 55-gal trash bags     |                   |  |  |
| Water cups            |                   |  |  |
| Tissues               |                   |  |  |
| Toilet paper          |                   |  |  |
|                       |                   |  |  |
| <b>COFFEE PRODS</b>   | <b>QTY NEEDED</b> |  |  |
| Coffee filters        |                   |  |  |
| Coffee                |                   |  |  |
| Cream                 |                   |  |  |
| Sugar                 |                   |  |  |
| Hot chocolate         |                   |  |  |
|                       |                   |  |  |
| Stir sticks           |                   |  |  |
| Coffee cups           |                   |  |  |
| Pot cleaner/sanitizer |                   |  |  |
| Pot cleaning brush    |                   |  |  |
|                       |                   |  |  |
| <b>CLEANING PRODS</b> | <b>QTY NEEDED</b> |  |  |
| Toilet deodorizer     |                   |  |  |
| Toilet cleaner        |                   |  |  |
| Ajax                  |                   |  |  |
| Window cleaner        |                   |  |  |
| Fantastic             |                   |  |  |
| Hand soap             |                   |  |  |
| Sweeping compound     |                   |  |  |
| Mop heads             |                   |  |  |
| Road salt             |                   |  |  |
| Water bottle cleaner  |                   |  |  |
| Water bottle brush    |                   |  |  |
|                       |                   |  |  |
|                       |                   |  |  |
|                       |                   |  |  |
|                       |                   |  |  |

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