

REQUESTED BY: \_\_\_\_\_ SCHOOL/DEPT: \_\_\_\_\_

ACCOUNT CODE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ APPROVED BY: \_\_\_\_\_

DELIVER LOCATION CODE: \_\_\_\_\_

Xpedx NO.	Description, Make/Model	CTN QTY	Unit Price	Extended Pr.
WCPS WHSE STK. 2010004 (5417340)	Multipurpose White Paper, 8 1/2 X 11" - 10 reams/carton  ORDER FROM WCPS WHSE	N/A	\$31.20	N/A
2251793	Multipurpose White Paper 11 X 17" 5 reams/carton		\$35.79	
2251794	Multipurpose White Paper 8 1/2 X 14" 10 reams/carton		\$45.54	
2001016	Multipurpose Color Paper 8 1/2 X 11" 10 reams/carton BUFF		\$41.54	
2001023	Multipurpose Color Paper 8 1/2 X 11" 10 reams/carton IVORY		\$41.54	
2001020	Multipurpose Color Paper 8 1/2 X 11" 10 reams/carton GOLDENROD		\$41.54	
2001018	Multipurpose Color Paper 8 1/2 X 11" 10 reams/carton CANARY		\$41.54	
2001025	Multipurpose Color Paper 8 1/2 X 11" 10 reams/carton ORCHID		\$41.54	
2001021	Multipurpose Color Paper 8 1/2 X 11" 10 reams/carton GREEN		\$41.54	
2001015	Multipurpose Color Paper 8 1/2 X 11" 10 reams/ctn. BLUE		\$41.54	
2001028	Multipurpose Color Paper 8 1/2 X 11" 10 reams/carton SALMON		\$41.54	

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2001027	Multipurpose Color Paper 8 1/2 X 11" 10 reams/carton PINK		\$41.54	
2001022	Multipurpose Color Paper 8 1/2 X 11" 10 reams/carton GRAY		\$41.54	
2001029	Multipurpose Color Paper 8 1/2 X 11" 10 reams/carton TAN		\$41.54	
2001031	Multipurpose Color Paper 8 1/2 X 11" 10 reams/carton CHERRY		\$41.54	
2256150	Envelope, regular business, white, 4 1/8 X 9 1/2"- gummed flap (500 envelopes/box, 5 Boxes/Ctn.)		\$39.47	
2256151	Envelope, window business, 4 1/8 X 9 1/2" - gummed flap (500 envelopes/box, 5 boxes/ctn.)		\$47.40	
2256162	Envelope, regular business, small, white, 3-7/8 x 8 7/8", gummed flap, 500 envelopes/box, 5 boxes/ctn.		\$39.47	
2256153	Envelope, booklet style, white 9" X 12" white, gummed, wallet flap, 500/ctn.		\$21.64	
2288955	Cover Paper - 8 1/2 X 11" 250 sheets/package, 8 packages/ctn. BLUE		\$34.82	
2288958	Cover Paper -8 1/2 X 11" 250 sheets/package, 8 packages/ctn CANARY		\$34.82	
2288961	Cover Paper-8 1/2 X 11" 250 sheets/package, 8 packages/ctn GREEN		\$34.82	
2288974	Cover Paper - 8 1/2 X 11" 250 sheets/package, 8 packages/ctn GOLDENROD		\$34.82	

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2288969	Cover Paper 8 1/2 X 11" 250 sheets/package, 8 packages/ctn GRAY		\$34.82	
2288964	Cover Paper - 8 1/2 X 11" 250 sheets/package, 8 packages/ctn IVORY		\$34.82	
2288967	Cover Paper - 8 1/2 X 11" 250 sheets/package, 8 packages/ctn ORCHID		\$34.82	
2288971	Cover Paper 8 1/2 X 11" 250 sheets/package, 8 packages/ctn PINK		\$34.82	
2288968	Cover Paper 8 1/2 X 11" 250 sheets/package, 8 packages/ctn PEACH		\$34.82	
2288916	Cover Paper 8 1/2 X 11" 250 sheets/package, 8 packages/ctn WHITE		\$32.69	
5000298	Carbonless Paper, heavyweight black image, 8 1/2 X 11" digital singles, 500 sheets/package, 10 packages/carton		\$85.95	
	GRAND TOTAL:		N/A	\$ _____

### Instructions:

1. Please use this requisition form when ordering paper in carton quantities. Use Impact Office Products to order envelopes in smaller size units. If you want your envelopes printed, please order from Xpedx.
2. The school principal or department supervisor must approve the order.
3. Send to Peggy Keefer in the Purchasing Dept. by courier, fax (301-766-2859) or scan and email to: [keefepeg@wcps.k12.md.us](mailto:keefepeg@wcps.k12.md.us).
4. You will not be charged until the order is placed by the Purchasing Dept.
5. Xpedx will deliver items within 3 - 5 business days after the order is placed by the Purchasing Dept. so plan accordingly.
6. Prices are subject to change.
7. You will receive the receiving copy of the purchase order and are responsible to notify Accounts Payable upon receipt of the items.