

2011-2012 WAREHOUSE PAPER REQUISITION FORM

INVENTORY ITEM	PRICE	COUNT	COST
1. COMPUTER PAPER (PLAIN WHITE) 9 1/2 X 11 PERFORATED EDGES	\$17.25 X	_____	= \$ _____
2. XEROX PAPER (PLAIN) 8 1/2 X 11 DUAL PURPOSE 10 REAMS / CASE	\$27.45 X	_____	= \$ _____
	TOTAL		\$ _____

REQUESTED BY: _____

DATE: _____

CAMPUS PAPER IS TO BE DELIVERED: _____

BUDGET CODE (S): _____

RECEIVED BY: _____

DATE: _____

****PLEASE, NO CALL IN ORDERS TO HELP AVOID DUPLICATION****
EITHER EMAIL OR FAX (830-257-2231) YOUR REQUEST TO BETTY RECTOR AT MAINTENANCE