

Department of Planning and Development

MONTHLY SUPPLY ORDER FORM

DIVISION: Construction & Compliance DATE: **April 11, 2016**

DIVISION APPROVAL: **Billy McGhee:** _____

Item	QTY	ITEM DESCRIPTION
BATTERIES	24 Pkg	AA Energizer Batteries
		AAA
BINDERS		3 ring 11 x 8 1/2 - 1/2 inch
		3 ring 11 x 8 1/2 - 1 inch
		3 ring 11 x 8 1/2 - 1 1/2 inch
		3 ring 11 x 8 1/2 - 2 inch
		3 ring 11 x 8 1/2 - 3 inch
		3 ring 11 x 8 1/2 - 4 inch
		3 ring 11 x 8 1/2 - 5 inch
CLIPS		Binder Clips - Mini
		Binder Clips - Small
		Binder Clips - Medium
		Binder Clips - Large
		Paper Clips - Small
		Paper Clips - Large
		Regal/Ideal Clamps - Small
		Regal/Ideal Clamps - Medium
		Regal/Ideal Clamps - Large
		Paper Clip Holder
CORRECTION FLUID	12 pkg	Correction Tape
ENVELOPES		Brown gummed flap w/metal 7x10"
White mailing envelopes for Department		Brown gummed flap w/metal 9x12"
Size 10 X 13 - Box#30349 2 Boxes		Brown gummed flap w/metal 10x13"
		Brown gummed flap w/metal 11 1/2 x 14 1/2
		Brown reusable Inter-departmental
Maria Moreno-received 1 box on 4/5/2016	4 Boxes	White mailing envelopes for Department (#10)
FILES		File Folders - Single (Letter size)
		File Folders - Single (Legal size)
		File Folders - 3 Tab (Letter size)
		File Folders - 3 Tab (Legal size)
		Hanging Files (Letter size)
		Hanging Files (Legal size)
		Accordian (Letter size)
		Accordian (Legal size)
		File Jackets manila (Letter size)
		File Jackets manila (Legal size)
FILE FOLDER LABELS		

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HIGHLIGHTERS		Blue	
		Green	
		Orange	
		Pink	
		Yellow	
INDEX CARDS		Plain 3 x 5	
		Ruled 3 x 5	
		Plain 4 x 6	
		Ruled 4 x 6	
		Plain 5 x 8	
		Ruled 5 x 8	
LEGAL PADS		Pads - plain white	
		Pads - ruled steno 6 x 9	
		Pads - lined 5 x 8	
		Pads - lined 8 1/2 x 11 (Letter)	
		Pads - lined 8 1/2 x 14 (Legal)	
PENCILS	2 Box	Master lead pencils # 2	
		# 2 Red pencils	
PENS		Black	
		Blue	
		Red	
PHONE PAD		Telephone Message Book w/carbon	
POST-IT NOTES	12 Pkg	Plain 1 x 2	
		Plain 2 x 3	
	20 Pkg	Plain 3 x 3 Pop-Up Post-it-notes	
		Plain 3 x 5	
Plain 2 7/8 X 4 7/8 (20 Pkg)		Ruled 4 x 6	
		Ruled 5 x 8	
POST-IT FLAGS		Plain	
		Sign Here	
PRINTER LABELS		5160	5162
		5161	5163
		5352	5366
		5663	5662
ROLODEX		Plastic w/ cover & cards (smoke)	
		Ruled refill cards 2 1/4 x 4"	
		Plain white refill cards 2 1/4 x 4"	
RUBBER BANDS		Thin	
Rubber Fingers Size 13 or 14		Thick	
RUBBER CEMENT		Rubber cement brush applicator	

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		Glue stick	
RULERS		Brass edge 12" -thin	
SHEARS		Scissors 8" long	
SHEET PROTECTORS		Clear plastic (to protect documents)	
STAMP PADS		Black	
		Red	
STAMP PAD INK		Black	
		Red	
STAPLERS		Standard size *****	
		Heavy Duty	
STAPLES		Standard size	
		Heavy Duty	
STAPLE REMOVER		Standard size	
Tape		Regular	
		Large	
		Packing	
Tape Holder			

RECEIVED BY: _____

DATE: _____