

**Howard University - School of Law**  
**Administrative Supplies Requisition Form**

Section:				Phone Number:				Date of Request (mm/dd/yyyy):			
Preparer Name and E-Mail:					Bldg/Rm No.						
MFR. NO	Qty	Unit of Issue	Cost	Description	MFR. NO.	Qty	Unit of Issue	Cost	Description		
DUR-MX1500B4U		PK	8.35	Battery, Alkaline, AA	MMM-656-AU		12/PD	14.96	Pad, Post-it, 2"x 3", Colors		
DUR-MX2400B4U		PK	8.35	Battery, Alkaline, AAA, 4/Pk	MMM-660-YW		PD	2.87	Pad, Post-it, 4"x 6" line ruled, yellow		
DUR-MX1400B4U		PK	12.85	Battery, C, Energizer, 4/Pk	MCO-49284		EA	0.64	Padded Mailers, 15"x19"		
DUR-MX1300B4U		PK	12.85	Battery, D, Energizer, 4/Pk	MCO-49275		PK	0.41	Padded Mailers, 9"x 11"		
AVE-H311-10-BE		EA	6.11	Binder, 3-ring, 1", Blue	MCO-49263		PK	0.28	Padded Mailers, 6"x 9"		
AVE-H311-10-BK		EA	6.11	Binder, 3-ring, 1", Black	OIC-99911		DZ	19.08	Pen, Jimmie Gel Rollerball		
AVE-H311-10-BY		EA	6.11	Binder, 3-ring, 1", Burgundy	ZEB-44120		DZ	18.00	Pen, Rollerball, Medium, Black		
AVE-H311-20-BE		EA	8.20	Binder, 3-ring, 2", Blue	PEN-R100-A		DZ	18.00	Pen, Rollerball, Medium, Blue		
AVE-H311-20BK		EA	8.20	Binder, 3-ring, 2", Black	PEN-R100-C		DZ	18.00	Pen, Rollerball, Medium, Red		
AVE-H311-20BY		EA	8.20	Binder, 3-ring, 2", Burgundy	PEN-R100-B		DZ	19.20	Pen, Rollerball, fine, Black		
AVE-H311-25-BE		EA	10.40	Binder, 3-ring, 3", Blue	BIC-GRE11-BK		DZ	19.20	Pen, Grip Rollers, Rollerball, fine, Blue		
AVE-H311-25-BK		EA	10.40	Binder, 3-ring, 3", Black	BIC-GRE11-BL		DZ	19.20	Pen, Grip Rollers, Rollerball, fine, Red		
AVE-H311-25-BY		EA	10.40	Binder, 3-ring, 3" Burgundy	BIC-GRE11-RD		DZ	6.49	Pen, Value Rollerball, Fine, Black		
AVE-VS11-40-WE		PR	9.45	Binder, 3-ring, 4" White	BIC-RM11-BK		DZ	6.49	Pen, Value Rollerball, Fine, Red		
AVE-VS11-50-WE		PR	9.45	Binder, 3-ring, 5" White	BIC-RM11-RD		DZ	12.00	Pen, Atlantis, Ballpoint, Medium, Black		
FEL12772		EA	4.75	Boxes, Fellowes Bankers	BIC-VCG11-BK		DZ	12.00	Pen, Atlantis, Ballpoint, Medium, Blue		
QRT-303		EA	45.95	Bulletin Board	BIC-VCG11-BL		DZ	19.08	Pen, Papermate Flair Felt Porous, Black		
OIC-99957		BX	1.74	Butterfly Clamps	PAP-84301		DZ	19.08	Pen, Papermate Flair Felt Porous, Red		
AAG-PM9-28		EA	13.69	Calendar, 2-Month Reference Wall	PAP-84201		DZ	1.99	Pencils, # 2		
AAG-PM11-28		EA	6.29	Calendar, 3-Month Reference Wall	OIC-66520		EA	11.50	Pencil Sharpener		
AAG-SK46-00		EA	12.79	Calendar, Daily Reminder Appointment Bk	HUN-16760		BX	4.10	Push Pins, Assorted		
AAG-SK25-92		EA	12.49	Calendar, Monthly Desk Pad	OIC-92610		PK	1.97	Reinforcements, 1/4", Clear		
AAG-E517-50		EA	13.19	Calendar, Quicknotes® Brand Daily Desk	AVE-5721		PK	1.97	Reinforcements, 1/4", White		
AAG-SK625-00		EA	21.79	Calendar, Weekly/Monthly Desk Pad	AVE-TD909		BX	4.79	Rubber Bands, #54, 1LB., Assorted		
		PK		Card and Cover Stock, (p. 490)	ALL-24545		PK	2.16	Rubber Bands, Reg, 1lb, # 32		
DIX-31144		BX	0.89	Chalk, Anti-Dust, White, 12/Bx	ALL-18324		EA	1.25	Ruler, Wood, Single Edge, 12"		
DIX-31344		BX/12	5.79	Chalk, Anti-Dust, Yellow, 12/Bx	MMM-810-341296		EA	3.42	Scotch Magic Tape, 3/4"x1296		
OIC-99100		BX/12	2.19	Clip, Binder, Large 2in, 12/Bx	ACM-10576		EA	2.45	Scissors, Straight Trimmer, 8"		
OIC-99050		BX/12	1.09	Clip, Binder, Medium 1 1/4in, 12/Bx	ELD-5411		SET	6.05	Support for Desk Trays, Ebony		
OIC-99020		BX/100	0.32	Clip, Binder, Small, 3/4in, 12/Bx	OIC-211862		EA	1.75	Staple Remover, Black		
OIC-99911		BX/100	0.98	Clip, Paper, Smooth, #1	SWI-64601		EA	24.95	Stapler, Desk, Full Strip, Black		
OIC-99914		EA	2.50	Clip, Paper, Smooth, Jumbo	OIC-91900		BX	2.19	Staples, Standard # 4 Chisel PT		
SKI-1276		CS		Correction Film, Dry line Grip	AVE-UD-213-8		ST	1.50	Tab, Insertable Dividers		
PAP-066-04		EA	3.98	Correction Fluid, Multi-Purpose, White	AMP-44T-CLE		PK	4.50	Tabs, 2", Clear, For File Folders		
PAP-562-01		EA	3.09	Correction Pen, Paper Mate® Liquid Paper®	AMP 45		PK	1.64	Tabs, Paper Inserts		
877797099		EA	24.95	Dictionary, Collegiate, Websters II	STP-30046-CC		EA	9.85	Tape Dispenser, Box Sealing		
10M-12023		EA	73.00	Disk, Pocket Zip Drive, Win 95 or 98	STP-130674-CC		RL	5.91	Tape Dispenser, Desk, 1" Core, Black		
AVE-18266		PK/25	23.75	Dispenser, Tape, Desktop 3/4	MMM-680-1		EA	2.56	Tape, Flag, Post-it, Red		
ELD-15621		SET	17.85	Desk Tray, Side Load, Legal, Ebony	MMM-688-AST1		PK	10.62	Tape, Flag, Post-it, Assorted Colors		
HOU-H15073		EA	24.00	Diskettes, 3.5", DSHD, Formatted	MMM.3750-RD		RL	27.48	Tape, Magic, Hind., 3/4"x36 Yd		
IMN-12881		BX/10	6.56	Diskette Mailers, 6x5 7/8"	MCO-05292		RL	3.89	Tape, Masking, Hind., .94"x60 Yds		

FEL-90612		EA	12.37	Diskette, Holder, Locking - 100 Capacity	MCO-05294		RL	7.69	Tape, Masking, Hind., 1.88"x60 Yds
AMP-CD211/3		EA	31.78	File Folder, Assorted Colors	OIC-92912		BX	1.05	Thumb Tacks 3/8" Head
GLW-98764		EA	5.24	File Folder, 6 Part, Lrt	OIC-92913		BX	1.19	Thumb Tacks 7/16" Head
GLW-98766		EA	6.13	File Folder, 6 Part, Lrt			EA		Toner, Office Copier
<b>Total</b>					<b>Total</b>				

SMD-2K2ET500-1&3		BX	55.40	End Tab Pressboard Fastener Folders - 2"			EA		Toner, Printer (Model:_____)	
AMP-19327		EA		FedEx Airbill	MMM-CG6000/50		BX	59.95	Transparencies, Multi-Purpose	
		EA		FedEx International Airbill	ESS-51756		PK	15.95	Twin-Pocket Portfolios - Black	
		EA		Fedex Box	ESS-51761		PK	15.95	Twin-Pocket Portfolios - Dark Blue	
		EA		Fedex Package. Large (Paper)	ESS-51758		PK	15.95	Twin-Pocket Portfolios - Red	
		EA		Fedex Jacket (8 1/2 x 11)	ESS-51754		PK	15.95	Twin-Pocket Portfolios - White	
AVE-6466		BX	21.59	File Folder, Letter, 1/3 Cut, Manila	PAPER SUPPLIES					
GLW-B3023DT		BX	32.00	File Jackets	STP-130674-CC		EA	2.85	Envelopes, 10x13" (Gummed) White	
AMP-221 1/3		BX/100	15.60	File Pocket, Legal, 3.5", Expandable	ELD-15621		BX/250	26.49	Envelopes, #10, Plain, White (9x4 <sup>2</sup> / <sub>4</sub> )	
SMD-1526EB		EA	2.04	File Pocket, Letter, 3.5", Expandable	Amp-17206		BX	39 5/7	Envelopes, #10, Window, White (4 1/8x9)	
ACM-60002		EA	41.95	First Aid Kit - (119 Pieces - 10 to 15 People)	AMP-17098		BX	13.25	Envelopes, 6"x9" (Self-Seal)	
SMD-10-H		BX	14.05	Folder, Hanging, Letter, Green	AMP-17061		BX/250	18.40	Envelopes CLSP, 9x12", Brown	
SMD-20-H		BX	18.10	Folder, Hanging, Legal, Green			BX		Envelopes, White, HUSL (12 <sup>1</sup> / <sub>2</sub> x9 <sup>1</sup> / <sub>2</sub> )	
AMP-421		25/BX	13.10	Glue Stick, Large, .74 Oz.			BX		Envelopes, White, HUSL (9x12)	
AVE-00166		EA	0.95	Highlighter, Broad, Yellow			BX		Envelopes, White, HUSL (9x4 <sup>2</sup> / <sub>4</sub> )	
ACC-740-50		EA	21.89	Hole Punch (Two Hole)	MCO-49251		RM	17.64	Paper, <u>Business</u> Bond, 81/2 x 11	
ACC-74525		EA	131.69	Hole Punch (Three Hole- Electric)	CIP-HPM1120		CS	22.30	Paper, Copy; White; 8.5x11 (letter)	
AMP-422		25/BX	17.03	Index Tabs, Hinging Fldr, 1/2-cut, 25/pk	CIP-HPM1420		CS	30.65	Paper, Copy; White; 8.5x14 (legal)	
STP-30201-CC		DZ	7.68	Index Tabs, Hinging Fldr, 1/2-cut, 25/pk	HAM-10502-3		RM	23.80	Paper, Copy; White 11x17 (Special)	
		EA		Ink, Laser Jet Printer	CIP-HPM113H		CS	25.05	Paper, Copy; White; 3 Hole Drilled; 8.5x11	
ESS-31		PK	3.80	Index Cards Ruled, White 3x5	GPP-214500		RM	29.60	Paper, Copy; Blue; 8.5x11	
ESS-51		PK	3.80	Index Cards Ruled, White 5x 8	GPP-214501		RM	29.60	Paper, Copy; Green; 8.5x11	
AVE-5962		BX	91.66	Labels, Address, Mailing 1 1/3" x 4"(3500)	GPP-214502		RM	29.60	Paper, Copy; Canry; 8.5x11	
AVE-5162		BX	40.78	Labels, Address, Mailing 1 1/3" x 4"(1400)	GPP-214503		RM	29.60	Paper, Copy; Gldnrd; 8.5x11	
AVE-6466		BX	21.59	Labels, Address, Removable 2/3"x 3 7/16"	GPP-214505		RM	29.60	Paper, Copy; Pink; 8.5x11 - 10 rms per case	
AVE-8463		BX	42.01	Labels, Address, 2"x 4"	ACM-05011		BX		Stationery, HU School of Law	
AVE-5366		PK	41.18	Labels, File Folders, White 5366			BX		Stationery, HUSL Office of the Dean	
SAN-81505		EA	3.25	Marker, Expo, Dry Erase, Black			BX		Stationery, HUSL, Academic Affairs	
SAN-30001		EA	1.15	Marker, Sharpie, Perm., Fine, Black			BX		Stationery, HUSL, Grad Studies	
SAN-30002		EA	1.15	Marker, Sharpie, Perm., Fine, Red			BX		Stationery, HUSL, Student Affairs	
SAN-38201		EA	1.59	Marker, Perm. Chisel, Black			BX		Stationery, HUSL, Law Journal	
SAN-38202		EA	1.59	Marker, Perm. Chisel, Red						
SAN-32001		EA	1.59	Marker, Perm. Twin Tip Black						
SAN-32002		EA	1.59	Marker, Perm. Twin Tip Red						
OIC-9782		EA	0.85	Moistener , Pencil Type						
MMM-MS-201		EA	11.67	Mouse Pad, Star Galaxy						
AMP-25-419		EA	5.63	Notebook, Cover Pocket Wirebound						
ESS-31		100/PK	1.33	Opener, Ltr, 9 1/8" Long						
539361		DZ	3.84	Pad, "While You Are Out", 4"x 5", Pink						
PAD-163832		DZ	14.95	Pad, Lgl Ruled, 5x8", Canary (50 per pad)						
PAD-237628		PK	8.07	Pad, Lgl Ruled, Perf., Legal Canary						
STP-458232-CC		EA	1.75	Pad, Lgl Ruled, Perf., Letter Canary	SPECIAL ONE-TIME ONLY REQUEST(S) (Attach Written Justification)					
ADM-9711D		DZ	3.84	Pad, Lgl Ruled, Perf., Letter, White 5x8"						
AMP-20-204		DZ	17.76	Pad, Steno, Gregg, White 6x9"						
MMM-653-YW		12/PD	7.16	Pad, Post-It, 1.5"x 2", Yellow						
MMM-654-12YW		12/PD	16.80	Pad, Post-It, 3"x 3", Yellow						
MMM-655-YW		12/PD	22.08	Pad, Post-It, 3"x 5", Yellow						
<b>Total</b>				<b>Total</b>						

**CLICK "SUBMIT" TO SEND ORDER. DO NOT COMPLETE SHADE AREA/FOR APPROVING AUTHORITY USE ONLY**

