

**SAINT MARY'S COLLEGE INTERNAL PAPER PRODUCT ORDER FORM**

The following paper products are available to order through the Purchasing Department – or – Document Center

**Please allow four (4) business days for delivery**

**ORDER THE FOLLOWING ITEMS FROM THE DOCUMENT CENTER – Student Center (lower level) – ext. 4616**

Quantity	Description	Cost
	<b>MISCELLANEOUS</b>	
_____	"While You Were Out" pads (5 per pkg.)	_____
_____	"For Your Information" pads (5 per pkg.)	_____
_____	Interoffice Memo pads (5 per pkg.)	_____
_____	Saint Mary's College pads (5 per pkg.)	_____
	<b>ENVELOPES</b>	
_____	#12 Interoffice (4 3/4 x 11)	_____
_____	9 x 12 White	_____
_____	9 x 12 Brown Kraft	_____
_____	10 x 13 White	_____
_____	10 x 13 Brown Kraft	_____
_____	12 x 15 Brown Kraft	_____
_____	6 3/4 White	_____
_____	#9 White	_____
_____	#10 Bond White	_____
_____	#10 Window White Woven	_____
	<b>PAPER NOT LISTED ON FORM</b> contact Document Center for availability and cost	
_____	_____	_____
_____	_____	_____
_____	_____	_____

**ORDER THE FOLLOWING ITEMS FROM PURCHASING DEPT. – 154 Facilities Building – ext. 4544**

Quantity	Description	Cost
_____	<b>8½ x 11 paper 20# - white</b> Select - <input type="checkbox"/> Case <input type="checkbox"/> Ream	_____
_____	<b>8½ x 11 paper 20# - color</b> Select - <input type="checkbox"/> blue <input type="checkbox"/> green <input type="checkbox"/> ivory <input type="checkbox"/> orchid <input type="checkbox"/> pink <input type="checkbox"/> salmon <input type="checkbox"/> yellow	_____
	AVAILABLE IN REAM QUANTITY- <u>only</u> - Case quantities can be special ordered-allow 2-3 extra business days	
_____	<b>8½ x 14 paper 20# - white</b> AVAILABLE IN REAM QUANTITY- <u>only</u> - Case quantities can be special ordered-allow 2-3 extra business days	_____
_____	<b>11 x 17 paper 20# - white</b> AVAILABLE IN REAM QUANTITY- <u>only</u> - Case quantities can be special ordered-allow 2-3 extra business days	_____

**MUST BE COMPLETED BEFORE ORDER CAN BE PROCESSED:**

Department Name: _____	Account No. _____
Requested by: _____	Date Ordered _____
Building with Room # for Delivery _____	Date Needed _____

**For Document Center and Purchasing Department Use Only:**

<input type="checkbox"/> Mail Services delivering the above products.	<input type="checkbox"/> Amount Billed _____
<input type="checkbox"/> Building Services please deliver the above products. <b>Unless otherwise noted paper is located on the north wall of dock by Purchasing</b>	Date to Deliver By: _____
_____	_____
_____	_____