



## Duke University & Duke University Health System Office Supply Requisition Form

OR

Cost Object/Indicator (C=Cost Center, W=WBS Element)		G/L Code ("646000" if Blank)		Company Code:	
Duke Procurement Card #		Expiration Date		Department Name:	
Duke Building Name / Street Address		Floor, Color/Zone		Room Number	
Requestor		Phone # (With Area Code)		Please Fax To <b>1-888-215-1988</b>	Today's Date

**Yes, I would like to receive a FAX back order confirmation. My Fax # is: (        )        -**

For assistance with an order, please contact customer service at 1-888-238-6329.

Item #	Qty	U/M	Description	Item #	Qty	U/M	Description
U3725		EA	Battery,AA,1.5V	U1920		PD	Pad,post-it,yellow,3"x3"
U3730		EA	Battery,AAA,1.5V	U1885		PD	Pad,post-it,yellow,3"x3",pop-up note
U1775		EA	Binder, 1"rings, black vinyl	U1925		PD	Pad,post-it,yellow,3"x5"
U3285		EA	Binder,view,1"rings,white	U2070		RM	Paper,white,25%cotton,8.5"x11",bond
U3905		EA	Binder, view, 1.5"rings, white	U3520		RM	Paper,white,8.5"x11",3-hole punch
U3290		EA	Binder,view,2"rings,white	U3400		RM	Paper,white,8.5"x11", copy paper
U3295		EA	Binder,view,3"rings,white	U3525		RM	Paper,white,8.5"x11",recycled copy paper
U9998		EA	Catalog,office supply,Corporate Express	U3405		RM	Paper,white,8.5"x14", legal size
U9996		EA	Catalog,DU/DUHS Custom	U2140		DZ	Pen,black,ball point,medium
U0365		DZ	Clip, binder, large	U2145		DZ	Pen,blue,ball point,medium
U0370		DZ	Clip, binder, medium	U2150		DZ	Pen,red,ball point,medium
U0375		DZ	Clip, binder, small	U2130		DZ	Pen,black,ball point,fine
U0380		BX	Clip,paper,#1 medium,100/BX	U2160		EA	Pen,black,rollerball,micro point
U0385		BX	Clip,paper,jumbo,100/BX	U2300		EA	Pencil,mechanical,.5MM,black
U3445		BX	Diskette,3.5",HD,Mac formatted,10/BX	U2285		DZ	Pencils,Duke Imprint,#2
U11035		BX	Diskettes,3.5",HD,formatted IBM,10/BX	U0300		EA	Print Crtrg, inkjet, HEW51626A
U2900		EA	Dispenser,tape,desk,1"core,black	U3965		EA	Print Crtrg, inkjet, HEW51645A
U8990		BX	Envelope,#10,white,24LB,500/BX	U3970		EA	Print Crtrg, inkjet, HEW51649A
U7085		BX	Env.,interdepartment, tie, 10 X 13, 100/box	U3975		EA	Ribbon, printer,DEC LA30RKA
U0550		BX	Envelope,selfseal,10"x13",250/BX	U8105		RL	Roll,calculator,white,2.25"x150'
U0560		BX	Envelope,selfseal,6.5"x9.5",250/BX	U2695		BG	Rubberband,#16,1/4LB/BX
U0575		BX	Envelope,selfseal,9"x12",250/BX	U2760		EA	Scissors,8",metal
U0875		EA	Fluid,correction,white,multi-purpose	U2815		BX	Staple,standard size,5000/BX
U1255		BX	Folder,file,manilla,1/2 cut,ltr,100/BX	U3385		EA	Stapler,full strip,black
U1240		BX	Folder,file,manilla,1/3 cut,ltr,100/BX	U3065		RL	Tape,magic,3/4"x36yards,1"core
U1170		BX	Folder,hanging,1/5 cut,letter,gn,25/BX	U3010		RL	Tape,sealing,2"x60yards,clear
U9999		EA	Form, Office Supply Requisition Form	U3310		EA	Toner,Ctrg, HEW92291A
U1275		EA	Glue,stick,small,.28oz.	U3100		EA	Toner,Ctrg, HEW92295A
U1555		EA	Marker,black,chisel tip,permanent	U3380		EA	Toner,Ctrg, HEW92298A
U1685		EA	Marker,black,flair,porous point	U3925		EA	Toner,Ctrg, HEWC3903A
U1670		EA	Marker,blue,flair,porous point	U3930		EA	Toner,Ctrg, HEWC3906A
U1675		EA	Marker,red,flair,porous point	U3940		EA	Toner,Ctrg, HEWC3909A
U1665		EA	Marker,yellow,broad,highlighter	U3945		EA	Toner,Ctrg, HEWC4092A
U2005		DZ	Pad,white,letter size,perf top	U3950		EA	Toner,Ctrg, HEWC4096A
U1895		PK	Pad,post-it,yellow,1.5"x2"	U3955		EA	Toner,Ctrg, HEWC4127X
U1915		PD	Pad,post-it,yellow,2"x3"	U3960		EA	Toner,Ctrg, HEWC4182X

Qty	U/M	Order Number	Description