

Rose-Hulman Institute of Technology

Office Supply Order Form

Name _____	Extension # _____	Date Reqrd. _____		
Department _____	Bldg/Rm _____			
	U/M	Quantity	Unit Price	Total
Envelope & Letterhead Supplies				
Envelopes (Printed w/RHIT)				
#9 Window (500/box)	Box			
#10 Window (500/box)	Box			
#10 (500/box)	Box			
#6 3/4 (500/box)	Box			
6 1/2 x 9 1/2 (50/pkg)	Pkg			
9 x 12 (50/pkg)	Pkg			
9 1/2 x 12 1/2 (50/pkg)	Pkg			
11 1/2 x 14 1/2 (50/pkg)	Pkg			
#10 Ivory (500/box)	Box			
Fax 10 x 13 (50/Pkg)	Pkg		N/C	N/C
Inter Office				
9 x 12 (50/pkg)	Pkg		N/C	N/C
Letterhead				
RHIT - Ivory (500 sheets/ream)	Ream			
2nd Sheet - Ivory (500 shts/rm)	Ream			
Memo Pads - Buff	Each			
Copier Supplies				
Staples				
Xerox W/C Pro 232/238/255/265 - (3 ctdgs/box) (108R00493)	Box			
Xerox W/C Pro 2128/2636 - (3ctdgs/box) (8R12915)	Box			
Xerox W/C Pro 7655 - (3 ctdgs/box) (8R12964)	Box			
Drum				
Xerox Workcentre Pro215 (13R573)	Each		N/C	N/C
Xerographic Module				
Xerox W/C Pro 232/238 (113R00608)	Each		N/C	N/C
Xerox W/C Pro 255/265 (113R00672)	Each		N/C	N/C
Xerox W/C Pro 2128/2636 (13R588)	Each		N/C	N/C
Fuser Module				
Xerox W/C Pro 232/238/255 (109R00752)	Each		N/C	N/C
Xerox W/C Pro 265 (19R723)	Each		N/C	N/C
Xerox W/C Pro 2128/2636 (8R12933)	Each		N/C	N/C
Xerox W/C Pro 7655 (8R12988)	Each		N/C	N/C
Toner Cartridge				
Xerox W/C Pro 232/238/255 (6R01046)	Each		N/C	N/C
Xerox W/C Pro 265 (6R1146)	Each		N/C	N/C
Xerox W/C Pro 2128/2636 (6R1175 Black)	Each		N/C	N/C
Xerox W/C Pro 2128/2636 (6R1176 Cyan)	Each		N/C	N/C
Xerox W/C Pro 2128/2636 (6R1177 Magenta)	Each		N/C	N/C
Xerox W/C Pro 2128/2636 (6R1178 Yellow)	Each		N/C	N/C
Xerox W/C Pro 7655 (6R01219 Black)	Each		N/C	N/C
Xerox W/C Pro 7655 (6R012222 Cyan)	Each		N/C	N/C
Xerox W/C Pro 7655 (6R01221 Magenta)	Each		N/C	N/C
Xerox W/C Pro 7655 (6R01220 Yellow)	Each		N/C	N/C
Transparencies				
3M (100 shts/box)	Box			
			TOTAL	#REF!

Received by _____ Date Received _____

Delivered by _____