

Requested by:
Date:
Department:
Cost Center:

Office Supply Order Form

Inventory has been checked:
Instructions

To complete the form, click the "Fill & Sign" tool on the right

Below is a list of UK approved items available for purchase. If you need something that is not on this list, please contact the EM Budget Office for assistance.

Writing Instruments	Item Number	QTY	Price/ Each	Total Estimated Cost
G2 Blue Gel Pen (12 per box)	207037		\$15.79	
G2 Black Gel Pen (12 per box)	982733		\$15.79	
Paper Mate Blue Flair Felt Tip (12 per box)	182725		\$15.69	
Paper Mate Black Flair Felt Tip (12 per box)	182741		\$15.69	
Paper Mate Mechanical Pencils (12 per box)	181529		\$2.06	
Sharpie Fine Point- Black (12 per box)	701025		\$10.55	
Sharpie Fine Point- Blue (12 per box)	105066		\$12.48	
Sharpie Fine Point- Red (12 per box)	105507		\$12.48	

Highlighters	Item Number	QTY	Price/ Each	Total Estimated Cost
Office Depot Yellow (12 per box)	128844		\$1.92	
Office Depot Orange (12 per box)	542929		\$2.44	

General Office Supplies	Item Number	QTY	Price/ Each	Total Estimated Cost
Office Depot Binder Clips - Mini (60 per box)	400866		\$3.32	
Office Depot Binder Clips - Small (36 per box)	560394		\$0.40	
Office Depot Binder Clips - Med (24 per box)	561339		\$1.05	
Office Depot Binder Clips - Large (12 per box)	308957		\$0.71	
Office Depot Clear Tape (10 per box)	575341		\$4.87	
Bic Wite-Out Correction Tape (4 per box)	581985		\$4.77	
Paper Mate Liquid Paper (12 per box)	182089		\$5.54	
Office Depot Paper Clips - Jumbo (5 per box)	221784		\$3.04	
Office Depot Paper Clips - Small (10 per box)	308478		\$1.92	
Office Depot Rubber Bands - #33 (bag)	856333		\$1.18	
Westcott 8" Scissors (each)	100464		\$2.32	
Office Depot Sheet Protectors (100 per box)	624900		\$4.38	
Swingline Stapler (each)	908210		\$2.95	
Office Depot Staples (5 per box)	432255		\$2.86	
Office Depot Sticky Notes - 3 x 3 (18 per box)	420994		\$2.31	
Office Depot Sticky Note Pop-up 3 x 3 (12 per box)	723688		\$3.67	
Scholastic Glue Sticks (4 per box)	438731		\$1.39	
Office Depot Binder 2" white (each)	1385803		\$5.80	
Office Depot Binder 3" white (each)	486368		\$5.81	
Office Depot Wood Clipboard - Letter (3 per box)	477727		\$2.61	
Allsop Mouse Pad with Wrist Rest (each)	508869		\$5.07	

Paper Products	Item Number	QTY	Price/ Each	Total Estimated Cost
Boise Copy Paper 8.5 x 11 (case)	116946		\$32.99	
Boise Copy Paper - 8.5 x 14 (case)	942363		\$51.99	
Office Depot 6 x 9 envelopes brown (100 per box)	330774		\$4.93	
Office Depot 6 x 9 envelopes white (250 per box)	478154		\$29.37	
Office Depot 10 x 13 envelopes brown (100 per box)	330888		\$6.21	
Office Depot 10 x 13 envelopes (100 per box) white	331064		\$18.27	
Office Depot #10 envelopes (500 per box)	633888		\$6.74	
Office Depot Steno Pad – 6x9 (12 per pack)	307389		\$4.67	
Office Depot Writing Pads- Letter (12 per pack)	306902		\$2.53	
Office Depot Writing Pads - Legal (12 per pack)	223291		\$17.62	
Pendaflex Expanding Pocket Folders - Letter (10 per box)	546871		\$13.84	
Office Depot Hanging File Folders- Letter (25 per box)	810994		\$3.40	
Avery Address Labels 1x 2 5/8 white (3,000 per box)	364364		\$16.09	
Office Depot- Letter Manilla Folders (100 per box)	810838		\$4.66	
Adams Phone Message Pad - 50 sheets (12 per pack)	307264		\$2.72	
Office Depot Index Dividers- 8 tab (4 per box)	976344		\$1.50	

Cleaning Supplies	Item Number	QTY	Price/ Each	Total Estimated Cost
Clorox Wipes (tub of 35)	776890		\$2.91	
Purell Hand Sanitizer - 8 oz. (each)	450073		\$2.56	
Lysol Spray (can)	654251		\$7.28	

Miscellaneous	Item Number	QTY	Price/ Each	Total Estimated Cost
Kleenex Tissues (3 per box)	333036		\$4.94	
Bankers Boxes (12 per box)	126019		\$26.08	
Casio 8 digit Calculator (each)	820483		\$9.97	

Batteries	Item Number	QTY	Price/ Each	Total Estimated Cost
Duracell AAA Batteries (20 per box)	587526		\$7.33	
Duracell AA Batteries (20 per box)	587463		\$7.20	

Other

- To purchase the following items, please submit the **EM Purchase Request** to the EM Budget Office.
 - Furniture - Chairs, chair mats, lamps will be compared with the contracted furniture site.
 - Computers - keyboard, mouse, monitor, headsets will be sent to IT for pricing after checking surplus.

Click "Next" in the upper right corner and select "Request Signature" to send for approver's signature

Approved by _____

Date _____

Submit completed form to EMBudget@uky.edu