

# Stores Inventory Request Form

|                   |  |                           |  |
|-------------------|--|---------------------------|--|
|                   |  | <b>Date Requested:</b>    |  |
| <b>Requestor:</b> |  | <b>Work Unit:</b>         |  |
| <b>GL Code:</b>   |  | <b>Delivery Location:</b> |  |

| Description  | Unit            | Price | Qty   | Qty            | Total (\$) | Qty       |
|--|-----------------|-------|-------|----------------|------------|-----------|
|  |                 |       | Order | Sent by Stores |            | Backorder |
| <b>MAIL &amp; POSTAGE</b>  |                 |       |       |                |            |           |
| A4 Generic SCU Letterhead  | Ream 500        |       |       |                |            |           |
| Foiled Gold Paper (148gms)   | Per sheet       |       |       |                |            |           |
| Records Storage Boxes T1   | 1 single        |       |       |                |            |           |
| Envelopes 305mm X 255mm  | 250 per box     |       |       |                |            |           |
| Envelope 229x324 Window Faced C4                                     | 250 per box     |       |       |                |            |           |
| Envelope 229 x 162 C5  | 250 per box     |       |       |                |            |           |
| Envelopes 120mm X 235mm  | 500 per box     |       |       |                |            |           |
| Envelopes 120mm X 235mm (Window)                                     | 500 per box     |       |       |                |            |           |
| A4 Paper (no charge to work unit)                                    | 5 reams per box |       |       |                |            |           |
| A3 Paper (no charge to work unit)                                    | 3 reams per box |       |       |                |            |           |
| Book & Wine Moving Boxes   | 1 single        |       |       |                |            |           |
| <b>Kitchen Products</b>  |                 |       |       |                |            |           |
| Black Tea Bags   | 100 per box     |       |       |                |            |           |
| Instant Coffee   | Each            |       |       |                |            |           |
| Wooden Stirrers  | 1000 per ctn    |       |       |                |            |           |
| White Sugar  | Each            |       |       |                |            |           |
| Raw Sugar  | Each            |       |       |                |            |           |
| Dishwashing Liquid   | Each            |       |       |                |            |           |
| Dishwashing Tablets  | Box             |       |       |                |            |           |
| Dishwand (if only replacement heads needed please specify via email) | Each            |       |       |                |            |           |
| Cream Cleanser   | Each            |       |       |                |            |           |
| Chux Roll  | Each            |       |       |                |            |           |
| Scourer  | Each            |       |       |                |            |           |
| Tea Towel  | Each            |       |       |                |            |           |
| <b>Wipes and Refills</b>   |                 |       |       |                |            |           |
| Sanitiser Wow Wipes *Dispenser Only                                  | Each            |       |       |                |            |           |
| Wow Wipes Refill * Single  | Each            |       |       |                |            |           |
| Wow Wipes Refill * 4 Roll Carton                                     | 4 per ctn       |       |       |                |            |           |
| Wall Mounted Paper Towel * Dispenser                                 | Each            |       |       |                |            |           |
| Wall Mounted Paper Towel *Refill Only                                | 6 per ctn       |       |       |                |            |           |
| Aqium 1 litre Hand Sanitiser   | Each            |       |       |                |            |           |

SUBMIT