

Stores Inventory Request Form

		Date Requested:	
Requestor:		Work Unit:	
GL Code:		Delivery Location:	

Description	Unit	Price (\$)	Order Qty	Issue Qty	Total (\$)
MISCELLANEOUS					
Drums plastic 15L	Each				
MAIL AND POSTAGE					
A4 Generic SCU Letterhead	Ream 500				
Foiled Gold Paper (148gms)	Per sheet				
Records storage boxes T1	20				
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				
Postpak tough bags B5 Size	100 per box				
Postpak tough bags GC Size	100 per box				
Postpak tough bags B6 Size	100 per box				
SANITISATION AND HYGIENE					
Hand Sanitiser 500 ml Liquid Spray	8 per ctn				
Spray Trigger	each				
Aqium Hand Sanitiser Gel (375ml)	12 per ctn				
Wall-mounted sanitiser unit (Klenneex)	Each				
Wall-mounted sanitiser unit refill	6 per ctn				
Touch-free sanitiser on stand	Each				
Sanitiser WOW wipes dispenser	Each				
Sanitiser Bamboo WOW Wipes (800) <i>* for dispenser only*</i>	4 rolls (carton)				
Sanitiser Bamboo WOW Wipes (800) <i>*dispenser refill*</i>	1 roll				
Sanitiser Bamboo WOW Wipe bucket (800)	Each				
Wall-mounted paper towel dispenser	Each				
Wall-mounted paper towel refill	6 per ctn				
Disposable Face Masks	Per box (50)				

KITCHEN PRODUCTS					
Black Tea (100 bags)	Per Box				
Instant Coffee (1kg)	Each				
Wooden Stirrers (1000)	Per Ctn				
White Sugar (2kg)	Each				
Raw Sugar (2kg)	Each				
Dishwashing Liquid	Each				
Dishwashing Tablet (112 per box)	Per Box				
Dishwand	Each				
Cream Cleanser (1 litre)	Each				
Chux Roll (90 per roll)	Per Roll				
Scourers	Each				
Tea Towel	Each				
				TOTAL	