

VALPARAISO UNIVERSITY

INVENTORY ORDER FORM

***This form must be printed for each request. Orders on outdated forms will not be processed.**

INVENTORY NO.	ITEM DESCRIPTION	PRICE	Qty Per Unit	Quantity Ordered	Quantity Received
Letterhead					
07-08115	Generic Letterhead (Color) 8 1/2 x 11	12.69	500/Ream		
Envelopes					
07-03625	#10 Envelopes, kraft brown, printed for multiple campus use mail envelopes	11.23	500/Box		
07-09110	Envelopes, 9X12 White VU Shield CC Color Generic	9.80	100/Pk		
07-09120	Envelopes, 10X13 White, VU Shield CC Color Generic	10.90	100/Pk		
07-07020	Generic #10 Envelopes 70# Cougar Brown & Gold VU Shield (Color)	20.36	500/Box		
07-07050	Generic #10 Window Envelope 70# Cougar Brown & Gold VU Shield (Color)	28.66	500/Box		
Misc. Print & Promotional Items					
07-00100	Promotional Ink Pens Black Ink Medium Point	46.56	110/Box		
07-00705	Note Card and Envelope (Color) Blank inside	29.09	50/Pk		
07-04912	4 Color Pocket Folders Valpo Shield	25.00	25/Pk		
Requisition Forms					
07-09361	Purchase Requisition Pads	n/c	pad		

Deliver to Building _____ Room _____

Requisitioned By _____ Ph Ext. _____ Department _____

Approved by _____ GL # _____

Filled by _____ Date _____

To place an order: fill in the quantity, department, building, GL # and authorized signature.

Fax form to ext. 5030, mail completed form to University Mail Center in Campus Mail, or email form to mailroom@valpo.edu.

Once your order has been filled, the Mail Center will send this form to Procurement for chargeback. Prices are subject to change.

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