

**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 Orders on outdated forms will not be processed.**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
<b>Letterhead</b>					
07-08115	Generic Letterhead (Color) 8 1/2 x 11	12.69	500/Ream		
<b>Envelopes</b>					
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)	21.83	500/Box		
<b>Misc. Print &amp; Promotional Items</b>					
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	19.99	25/Pk		
<b>Requisition Forms</b>					
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. 1504 or mail completed form to University Mail Center in Campus Mail. Once your order has been filled, the Mail Center will send this form to Procurement for chargeback.

Prices are subject to change.

Rev 12/18/14