

Date Ordered_____

**USM CENTRAL SUPPLY ORDER
GORHAM 780-5258 PORTLAND 780-4288**

Order #_____

Department_____ Authorized by_____ Date Delivered_____

Deliver To:_____ Building/Room_____ Phone #_____

PeopleSoft Chartfield Combination (*Required)

Unit UMS06 *DeptID_____ *Account_____ Class: _____ *Fund _____

Program _____ Project _____ OperUnit _____

Rev. 04/11

White Paper (Order By Case Or By Ream)

(01) 8.5 x 11 30% PC Recycled Paper Case_____ Reams_____ 92% Bright

(02) 8.5 x 11 100% PC Recycled Paper Case_____ Reams_____

(03) 8.5 X 14 White Paper Case_____ Reams_____

(04) 8.5 x 11 3-hole paper Case_____ Reams_____

(05) 8.5 x 11 Colored Paper (Order By Reams)

Blue_____ Pink_____ Green_____ Canary_____

Goldenrod _____ Orchid _____ Salmon _____ Cherry_____

Tan_____ Buff_____ Ivory_____ Gray_____

Generic Stationary (Order By Reams)

(06) Generic Stationery Ream_____ (07) 2nd Sheet Stationery Ream_____

Envelopes (Order By Box or Each)

(08) #10 White Envelopes BX_____ EA_____

(09) 7.5 x 10.5 Clasp Envelope BX_____ EA_____

(10) 9 x 12 Clasp Envelope BX_____ EA_____

(11) 10 x 13 Clasp Envelope BX_____ EA_____

(12) Bus Reply Env Portland (500) BX_____ EA_____

(13) Bus Reply Env Gorham (500) BX_____ EA_____