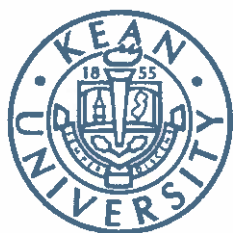
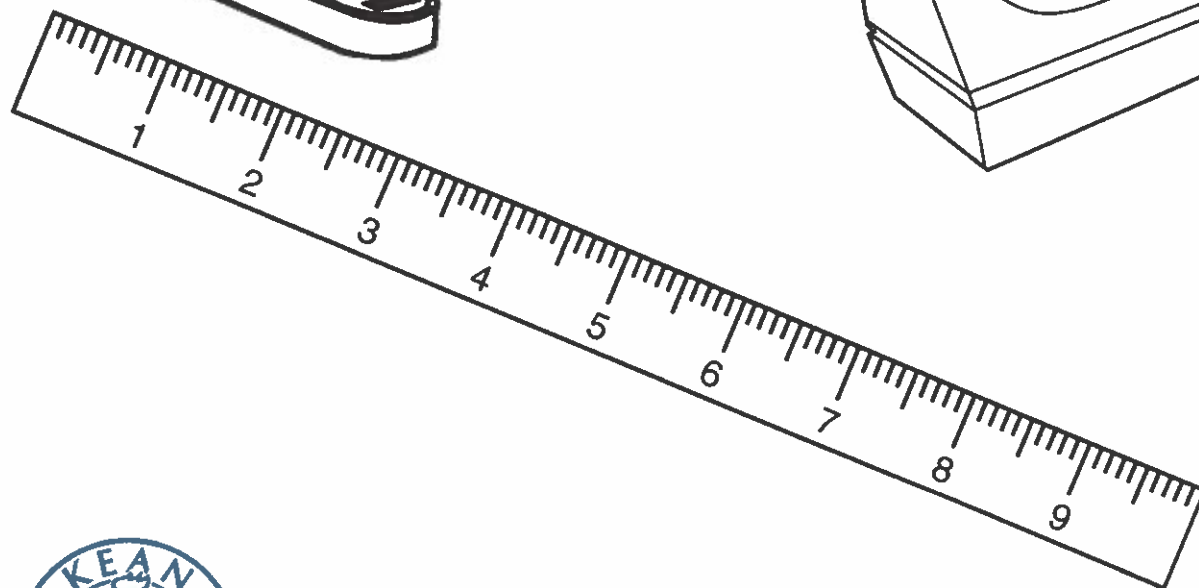
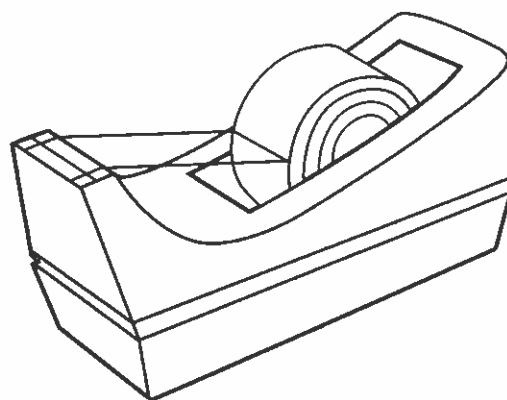
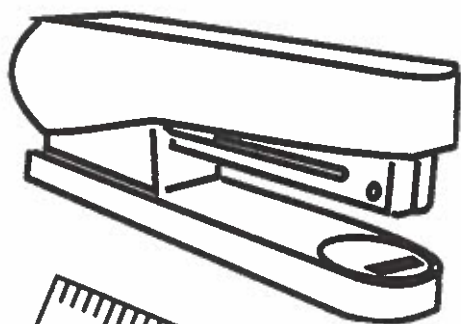


KEAN UNIVERSITY

Material Service Stationery Catalog



KEAN
UNIVERSITY

MATERIEL SERVICES STATIONERY CATALOG

This Catalog provides faculty and staff with a listing of the most commonly used office supplies. To obtain merchandise in this catalog, a department must use a stationery supply form:

1. Stationery Supplies Requisition (see sample)

Complete:

- a. Date
- b. Cost Center Number including the object fund
- c. Department Name
- d. Location
- e. Phone Extension
- f. Stock Number
- g. Full Description (From *Catalog*)
- h. Quantity Ordered (Check *UNIT OF ISSUE* see *Catalog*)
- i. Sign By Cost Center Director

Mail to: **MATERIEL SERVICES**, Maintenance Building Room M135

MISSING INFORMATION AND ORDERING NOT FOLLOWING ABOVE GUIDELINES MAY CAUSE DELAYS IN THE DELIVERY OF THE ORDER.

Prices listed in this catalog as of 2020. However, they are subject to changing without notice. Orders are process as they come in within in five working days of receipt. *THERE ARE NO BACKORDERS. IN CERTAIN INSTANCES, SUBSTITUTION OF ITEMS ORDERED ARE MADE. QUANTITIES ORDERED AND RECEIVED MAY DIFFER DUE TO AVAILABILTY OF INVENTORY.* The catalog can change without notice for stock additional and deletions.

Over the counter service is available from 8:00am to 3:30pm
Monday through Friday (except Summer Hours)

If you have any questions with Stationery Catalog and Ordering Procedures please contact Materiel Services by calling 908-737-5080.

MATERIEL SERVICES STATIONERY CATALOG

DEPARTMENT REFERENCE NUMBER
(Optional)



No. 9999999

FOR MATERIEL SERVICES USE ONLY

KEAN
University

STATIONERY SUPPLIES REQUISITION

DATE *

COST CENTER * **999999**

DEPT. NAME * **Purchasing**

LOCATION *

EXTENSION *

DEPARTMENT USE ONLY

WAREHOUSE USE ONLY

ITEM NO.	STOCK NO.	DESCRIPTION	QUANTITY ORDERED	QUANTITY DELIVERED	UNIT OF ISSUE	UNIT COST	TOTAL COST
1.	15080	Duplication 8 1/2 x 11	5 CS				
2.	12030	Kraft 9 x 12 **	50 EA				
3.	12035	Kraft 10 x 13 **	50 EA				
4.							
5.							
6.							
7.							
8.							
9.							
10.							

REMARKS:

* Must be filled out by Department

** MUST be approved

NOTE: NO BACKORDER POLICY

AUTHORIZED SIGNATURE

MATERIEL SERVICES STATIONERY CATALOG

Stock No.	Item Description	Unit of Issue	Price
19080	Box, Moving	Each	\$ 2.52
12020*	Envelopes, #9 Business Reply	Each	\$ 0.03
12010	Envelopes, #10 KU (500/bx)	Box	\$ 14.46
12045	Envelopes, # 10 KU w/ Widow (500/bx)	Box	\$ 32.23
12021	Envelopes, Kraft 6 x 9	Each	\$ 0.06
12030*	Envelopes, Kraft 9 x 12	Each	\$ 0.11
12035*	Envelopes, Kraft 10 x 13	Each	\$ 0.11
*Must be approved			
19520	Folders, KU 2 Pocket (Portfolio)	Each	\$ 0.96
15080	Paper, Duplicating 8 ½ x 11 white	Case	\$ 44.00
15015	Paper, Letterhead	Ream	\$120.01