



Wildcat Printing

OFFICE SUPPLIES REQUEST

JOB # _____
(For Wildcat Printing Use)

Questions 3685

Fax Requests to 1325

Mail Requests to 7590

Fields in Bold are Required for processing

<Delivery Information>

<Processing Information>

Contact Person: _____

Date Needed: _____

Department: _____

Campus Phone #: _____

Delivery Location: _____

Building/Room: _____

Mail Stop: _____

Speedtype (10 digits)

- 53120

Authorized Signature: _____

***Work orders can not be processed without a signature**

20# Bond Paper	Item Number	Unit of Measure	Quantity Ordered	Additional Information (State if Requesting Cases)
White - 8.5 x 11 (100% Recycle)	WH201	Ream (500 Sheets)		
White - 8.5 x 14	WH204	Ream (500 Sheets)		
White - 11 x 17	WH207	Ream (500 Sheets)		
Gray - 8.5 x 11	GY201	Ream (500 Sheets)		
Ivory - 8.5 x 11	IY201	Ream (500 Sheets)		
Green - 8.5 x 11	GN201	Ream (500 Sheets)		
Canary - 8.5 x 11	CY201	Ream (500 Sheets)		
Pink - 8.5 x 11	PK201	Ream (500 Sheets)		
Buff - 8.5 x 11	BF201	Ream (500 Sheets)		
Blue - 8.5 x 11	BE201	Ream (500 Sheets)		
Goldenrod - 8.5 x 11	GD201	Ream (500 Sheets)		
Salmon - 8.5 x 11	SN201	Ream (500 Sheets)		
Cherry - 8.5 x 11	CH201	Ream (500 Sheets)		
Lilac - 8.5 x 11	LC201	Ream (500 Sheets)		
Miscellaneous Paper				
White 60# - 8.5 x 11	PW601	Ream (500 Sheets)		
Color Print Paper 28# - 8.5 x 11	PW281	Ream (500 Sheets)		
Color Print Paper 28# - 11 x 17	PW287	Ream (500 Sheets)		
2nd Sheet Letterhead 24# - 8.5 x 11	SS241	Ream (500 Sheets)		
Forms				
CWU Employee Time Reports (2pt NCR)	ETRS	Pad (25 Forms)		
CWU Report of Absence (Buff)	RAOE	Pad (50 Forms)		Overtime Eligible
CWU Report Of Absence (Buff)	RANOE	Pad (50 Forms)		Non-Overtime Eligible and Exempt Staff

NOTE TO CUSTOMER: IF A COPY IS NEEDED FOR YOUR FILES, PLEASE MAKE COPIES BEFORE SUBMITTING TO DUPLICATING & PRINTING.

Additional Requests:

DATE DELIVERED: _____

RECEIVED BY: _____