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| --- | --- |
| Date: |  |
| Branch: |  |
| Submitted by: |  |

Lane Public Library

Business Office

Supplies Request Form

|  |  |  |  |
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| **Receipt and Register Rolls** | | | |
| Adding Machine: |  | Red: |  | |
| Cash Register: |  | Red Stripe: |  | |
| Credit Card: |  | Green: |  | |
| White: |  | Green Stripe: |  | |
| Yellow: |  | Blue Stripe: |  | |

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| **Library Cards** (boxes) | |
| Regular: |  |
| Child/Teen: |  |
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| Golf Pencils: |  |

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| **Envelopes** | | | | | | | | | | | |
| Inter-Departmental: | |  | | | Padded (approx. 6”x9”): | | |  | | |
| Clasp (10”x13”): | |  | | | Padded (approx. 10”x14”): | | |  | | |
| Plain business: | |  | | | Other (specify): | | |  | | | |
|  | |  | | |  | | | | |  | |
| **Applications and Forms** | | | | | | | | | | | |
| Card Application-English: | | |  | | | Borrowing Policy: | | | |  | |
| Card Application-Spanish: | | |  | | | Damaged/Incomplete Item: | | | |  | |
| Card Application-Teacher: | | |  | | | Patron Request On-Shelf: | | | |  | |
| Card Application-Institution: | | |  | | | Technical Services Work: | | | |  | |
| Other (specify): |  | | | | | | | | | | |
|  | | | | | | | | | | | |
| Paper (reams, cases, pads) | | | | | | | | | | | |
| (Copy) 8 ½ x 11: |  | | | Blank note pads: | | |  | |
| (Copy) 8 ½ x 14: |  | | | Legal pads: | | |  | |
| (Copy) 11 x 17: |  | | | Other (specify): | | |  | | | | |

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| **Toner** | | | | |
| Printer Style |  | Toner Style |  | Quantity Needed |
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| **Supplies for resale** | | | |
| Earbuds: |  | Tote Bags: |  | |
| Flash Drives: |  | Tote Bags: |  | |
| Plastic Bags: |  | Tote Bags: |  | |

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| **Miscellaneous Supplies** | | | | | | |
| Kleenex: |  | Hand Sanitizer: |  | | |
| Sanitizing Wipes: |  | Sticker Remover: |  | | |
|  |  |  |  | | | |
| **Other (specify item)** | | | | | **Other (specify quantity)** | |
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