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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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