

Stores Inventory Request Form

		Date Requested:	
Requestor:		Work Unit:	
GL Code:		Delivery Location:	

Description	Unit	Price	Order	Total	Delivered	Backorder
A4 Generic SCU Letterhead	Ream 500	\$22.32				
Foiled Gold Paper (148gms)	Per sheet	\$ 0.98				
Records Storage Boxes T1	1 single	\$ 1.50				
Envelopes 305mm X 255mm	250 per box	\$ 37.48				
Envelope 229x324 Window Faced C4	250 per box	\$ 38.40				
Envelope 229 x 162 C5	250 per box	\$ 65.00				
Envelopes 120mm X 235mm	500 per box	\$ 30.42				
Envelopes 120mm X 235mm (Window)	500 per box	\$ 30.42				
A4 Paper (no charge to work unit)	3 reams per box	\$ 23.24				
A3 Paper (no charge to work unit)	3 reams per box	\$ 34.85				
Book & Wine Moving Boxes	1 single	\$ 2.50				
Hand Sanitiser						
Hand Sanitiser Liquid Spray (500ml)	8 per ctn	\$ 0.00				
Spray Trigger	Each	\$ 0.00				
Hand Sanitiser Gel (375ml)	12 per ctn	\$ 0.00				
Wall-Mounted Sanitiser Unit (Klenneex)	Each	\$ 27.13				
Wall-Mounted Sanitiser Unit Refill	6 per ctn	\$ 100.00				
Touch-free Sanitiser on Stand	Each	\$ 0.00				
Sanitiser WOW Wipes Dispenser	Each	\$ 49.00				
Sanitiser Bamboo WOW Wipes (800) *dispenser only*	4 rolls ctn	\$ 99.00				
Sanitiser Bamboo WOW Wipes (800) *dispenser refill*	1 roll	\$ 25.00				
Large Paper Towel Gym	6 per ctn	\$ 50.00				
Wall-Mounted Paper Towel Dispenser	Each	\$ 55.00				
Wall-Mounted Paper Towel Refill	6 per ctn	\$ 51.67				
KITCHEN PRODUCTS						
Blake Tea Bags	100 per box	\$ 0.00				
Instant Coffee	1kg each	\$ 0.00				
Wooden Stirrers	1000 per ctn	\$ 0.00				
White Sugar	2kg each	\$ 0.00				
Raw Sugar	2 kg each	\$ 0.00				
Dishwashing Liquid	Each	\$ 0.00				

Description	Unit	Price	Order	Total	Delivered	Backorder
Dishwashing Tablets	112 per box	\$ 0.00				
Dishwand	Each	\$ 0.00				
Cream Cleanser	1L each	\$ 0.00				
Chux Roll	90 per roll	\$ 17.60				
Scourers	Each	\$ 0.00				
Tea Towel	Each	\$ 0.00				
TOTAL						

SUBMIT