BAO Circular 01-04
Exhibit A

REQUISITION FOR SUPPLIES
Bemidji Area Office

Requested by:

Name _____ **Date**_____

Department_____ **Date Required**_____

Inkjet Cartridges

	Amount
☐ HP 10's	_____
☐ HP 14's	_____
☐ C6615	_____
☐ 61633M	_____
☐ 51641A	_____
☐ 51645A	_____
☐ 51649A	_____
☐ C1823	_____
☐ C6578	_____
☐ OTHER	_____

Files

	Amount
☐ Manila Folders	___
☐ Hanging Folders	___
☐ 3-Part Files	___
☐ Expandable files	___
☐ 2 Pocket Folders	___

Disks:

	Amount
☐ 3 1/2 " Disks	_____
☐ Zip Disks	_____
☐ CD-RW (cd's)	_____
☐ CD-R	_____

Miscellaneous

	Amount
☐ Pens	_____
☐ Pencils	_____
☐ Paperclips	_____
☐ Binder Clips	_____
☐ Staples	_____
☐ Labels: 10/24/30/33/80___	
☐ Scotch Tape	_____
☐ Masking Tape	_____
☐ Highlighters	_____
☐ White-Out	_____
☐ Disk Mailers	_____
☐ Rolodex refills	_____

Toner

	Amount
☐ C3102-05A	_____
☐ C3903A	_____
☐ C4149A-52A*	_____
☐ C4782A*	_____
☐ C4182x	_____
☐ C4127x	_____
☐ C8061A or X	
☐ _____	
☐ C4191A-94A	_____
☐ FX-2 (fax)	_____
☐ Okidata (fax)	_____
☐ Ricoh 7ous (fax)	_____
☐ Brother (fax)	_____

Post-It Notes

	Amount
☐ Post-its 1.5x2	_____
☐ Post-its 3x3	_____
☐ Post-its 3x5	_____

Batteries

	Amount
☐ AAA	____
☐ AA	_____
☐ C	_____
☐ D	_____
☐ 9-Volt	_____

Paper

	Amount
☐ Steno Pads	_____
☐ Ruled Pads	_____
☐ Colored Paper	_____
☐ Calculator Tape	_____
☐ Cleaning Paper	_____

*Additional Items Requested	Description (size, color, etc)	Amount Required	FOR OFFICE SERVICES USE ONLY Amount Supplied	Date

***** *Request additional items not found on the form.*

For Use by Administrative Services Section Only

Date Order Filled_____ **Filled by:**_____