

**Maint/Op/Facilities**

**Paper Order Request Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date Submitted:** |  | **Date Needed:** |  |
|  | Please specify date, **ASAP** and **RUSH** are not acceptable notations |
| **Originator:** |  | **Department:** |  |
|  |
| **Phone:** |  |  |

**Questions?** Contact Nicole Allison at 532-5631 or nallison@bcoe.org

**Note:** Standard 20# paper is purchased by the M&O department, and is provided for program/department use in the colors listed below.

The Uniflow software tracks program use, allowing the cost of the paper to be reimbursed to the M&O department according to the program org key used on the copier.

 **Card Stock, astro-brights, and non-standard weight paper are not purchased by the M&O department. These paper supplies may be ordered separately by the program/department, and are available through Office Depot.**

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**To submit paper order request, please use the M&O online workorder system, and attach this form.**

**In the chart below, indicate ream/case quantity needed:**

|  |  |  |  |
| --- | --- | --- | --- |
| **1 ream = 500 sheets ~ 1 case = 10 reams** | **8.5x11** | **8.5x14** | **11x17** |
| *COLOR*: | Case | Ream | Case | Ream | Case | Ream |
| **White*:*** |       |       |       |       |       |       |
| **Blue*:*** |       |       |       |       |       |       |
| **Buff*:*** |  |  |  |  |  |  |
| **Cherry*:*** |  |  |  |  |  |  |
| **Goldenrod:** |  |  |  |  |  |  |
| **Gray:** |  |  |  |  |  |  |
| **Green*:*** |  |  |  |  |  |  |
| **Ivory*:*** |  |  |  |  |  |  |
| **Lilac:** |  |  |  |  |  |  |
| **Pink:** |       |       |       |       |  |  |
| **Salmon*:*** |       |       |  |  |  |  |
| **Tan:** |  |  |  |  |  |  |
| **Yellow*:*** |       |       |       |       |       |       |

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