**BSU/NTC Central Receiving Order Form**

Include this form as an email attachment to:[**SupplyRequest@bemidjistate.edu**](mailto:SupplyRequest@bemidjistate.edu)

If you have questions call Central Receiving at 755-2873 or 755-2885. (updated 07-9-2019)

**Name:**

**Location:**

**Account/Cost Center:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ITEMS AVAILABLE FROM CENTRAL RECEIVING:** | | | | | |
| **QTY** | **UNIT** | **DESCRIPTION** | **COST** | | **PART #** |
|  | EA | BAGS, ZIPLOCK HEAVY DUTY 9X12 (\*AVAILABLE WHILE SUPPLIES LAST) | 0.05 | | 149471 |
|  | BX | BANDAIDS 1X3 (100/BX) | 7.06 | | 136590 |
|  | EA | ENVELOPES INTEROFFICE MAIL SMALL #10 (500/BX) | 0.12 | | 76270 |
|  | BOX | FACIAL TISSUE (100/BX) (30/CS) | 0.62 | | 150168 |
|  | BOX | GLOVES, DISP. NITRILE (SMALL $6.89, MEDIUM $6.32, LARGE $6.32 OR XL $6.32) | S,M,L,XL | | ORDER BY SIZE |
|  | RM | PAPER WHITE 20LB 8.5X11 COPIER/LASER PRINTERS (10RM/CS) | 3.83 | | 76760 |
|  | TUB | CLOROX DISINFECTANT NON-BLEACH CITRUS WIPES (35 WIPES PER TUB) | 3.86 | | 150799 |
|  | EA | AAA BATTERIES | 0.34 | | 128960 |
|  | EA | AA BATTERIES | 0.34 | | 36000 |
|  | EA | 9V BATTERIES | 1.37 | | 11360 |
|  | EA | C BATTERIES | .73 | | 106510 |
|  | EA | D BATTERIES | 1.00 | | 42330 |
| **ITEMS AVAILABLE FROM BSU MAILROOM:** | | | | | |
| **QTY** | **UNIT** | **DESCRIPTION** | **COST** | **PART #** | |
|  |  |  |  |  | |
|  | RM | PAPER WHITE 20LB 8.5X14 COPIER/LASER PRINTERS (\*SEE MAILROOM) | 6.40 |  | |
|  | RM | PAPER WHITE 20LB 11X17 COPIER/LASER PRINTERS (\*SEE MAILROOM) | 7.40 |  | |

For items no longer in stock and not available through the mailroom, please see current state contracts.

(For example: Staples and Innovative.)