



Cleveland State University

Department of Facilities and Safety

Mail Room/Shipping and Receiving

Central Stores Supplies List

Stock No.	Unit	Description	Price
Ream	1047	Paper, 25% Rag, Letterhead, 8 1/2 x11	\$12.88
Ream	1048	Paper, Copier, 8 1/2 X 14"	\$4.87
Pkg	1140	Blue Books, 12 Page (50/Pkg)	\$8.24
Box	1200	Envelopes, Business Reply	\$16.48
Box	1215	Envelopes, CSU Return Address, #10	\$19.42
Box	1220	Envelopes, CSU Return Add, Window, #10	\$20.09
Box	1225	Envelopes, Plain, #10	\$9.70
Box	1235	Envelopes, CSU Ret. Add., 9 1/2 X 12 1/2"	\$65.92
Each	1285	File Pocket, 2" Exp., Letter Size	\$0.42
Pad	1570	Labels, CSU Mailing, Gummed	\$1.68
Pad	1571	Labels, CSU Mailing, Peel & Stick	\$4.33
Pkg	1605	Index Cards, 4 X 6", Ruled	\$0.92
Pkg	1615	Index Cards, 5 X 8", Ruled	\$0.97
Each	1840	Notebook, 8 1/2 X 11", 1" Capacity - Black	\$1.51
Each	1845	Notebook, 8 1/2 X 11", 1" Capacity- Blue	\$1.51
Each	1900	Calendar Base, #E17	\$2.63
Each	1910	Calendar Base, # E58	\$6.12
Box	2567F	Diskettes, 3 1/2, DSHD -Formatted	\$3.39
Doz	4025	Pens, Ball Point, Papermate - Fine - Red	\$1.33
Doz	4045	Pens, Ball Point, Papermate - Med - Red	\$1.33
Roll	4330	Tape, Masking. 3/4"	\$1.07
Pad	4420	Student Time Record	\$1.81
Each	4425	Student Employment Forms (SEF)	\$0.12
Pkg	4460	Memorandum, CSU--Long (8 1/2x11")	\$3.88
Pkg	4470	Telephone Message Pad	\$2.05
Pad	4475	Long Distance Telephone Message Pad	\$0.92
Each	4525	Travel Approval & Expense Form	\$0.10
Pad	4535	Action Slips	\$1.16
Pkg	4570	Name Tags, CSU (100/Pkg)	\$2.61
Pkg	4572	Faculty Door Card (50/Pkg)	\$1.59
Each	4615	Phonogram, Self-Duplicating	\$2.57
Each	4650	Literature Folders	\$0.50