

# Antelope Valley College / Warehouse & Receiving

## Department Forms & Envelope Inventory

*These are forms and envelopes stored in the Warehouse. To request forms or envelopes for your department, please email [warehouse@avc.edu](mailto:warehouse@avc.edu) and include the delivery location.*

***\*It is the department's responsibility to track its available stock and reorder when items run low\****

Updated: 02/04/2026

DEPARTMENT:	DESCRIPTION:	BOX QUANTITY:	TOTAL IN STOCK:	DATE:
Fiscal Services:	Envelopes	500 in each box	10 boxes	02/04/26
Payroll:	Envelopes	500 in each box	4 boxes	02/04/26
Cashier's Office:	n/a			
Transcript Office:	Transcript Paper	5000 sheets per box	25 boxes	02/04/26
Financial Aid :	Envelopes	500 in each box	25 boxes	02/04/26

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### Graduation Office : As of 02/04/2026

Diploma Paper	6 ½ cases	8 boxes per case	1 box = 200 sheets
Diploma Covers	4 cases	500 per case	(These are emergency Diploma Covers )
Diploma Mailers	0 in stock		

