

# Forms Inventory

Updated: 10/18/19

<b>Description</b>	<b>Case</b>	<b>Quantity</b>	<b>Total In Stock</b>	<b>Revised Date</b>
<b>Graduation Office:</b>				
Diploma Covers	Script Safe-	<b>Newest</b> order – 27 cases (PO# P150849)	5000	3-26-2015
		<b>Old</b> order – 7 cases/175 & 1 Case/82 (PO# P131520)	1307	2-8-2017
		<b>Older</b> order – 2 cases/175 (PO# P120642)	425	2-13-2018
	Herff Jones-	<b>Ancient</b> order - 8 Cases/75 (7.5" x 9.5" old style)	600	10-21-2015
Diploma Paper	Graduation Sheets 28 boxes of 400		11,200	1-30-2019
Diploma Mailers	106 Cases of 100 each		10,600	1-30-2019
Graduation Brochures	1 Cases of 7000		7000	7-18-2018
<b>Transcript Office:</b>				
#10 Envelopes	0 Case of 0 Boxes		0 Boxes of (500)	5-13-2019
#10 Four Color Envelopes	4 Cases of 5 Boxes		20 Boxes of (500)	1-30-2019
Official Transcript Paper	16 Boxes of 2000		32,000	2-13-2019
Poly Bags	1 Boxes of 1000		1000	1-30-2019
Toner for Micro Film/Fiche Printer	Canon File Print 270		0	10-18-2019
<b>Admissions &amp; Records:</b>				
Information Change Forms	0		0	7-12-2016
Special Student Attendance Forms	3 Boxes of 1300		3900	9-15-2009
Request For Change of Grade	2 Boxes of 1000		2000	1-17-2014
Certificate Application	1 Box of 500		500	9-15-2009
Petition Forms	2 boxes of 1300		2800	9-15-2009
	1 Box of 200			
“Apply-Plan-Pay” Brochure	0		0	3-26-2015

To request forms or for more information, leave a message at extension 6088, preferably send an email to **Mharris20@avc.edu**