

# Forms Inventory

Updated: 02/18/2021

| <b>Description</b>                 | <b>Case</b> | <b>Quantity</b>  | <b>Total In Stock</b> | <b>Revised Date</b> |
|------------------------------------|-------------|--|-----------------------|---------------------|
| <b>Graduation Office:</b>          |             |  |                       |                     |
| Diploma Covers                     | Herff Jones | <b>Newest</b> order – 27 cases<br>(PO# P150849)                | 5000                  | 3-10-2020           |
|                                    |             | <b>Old (EMERGENCY)</b> order<br>– 4 cases/175<br>(PO# P131520) | 700                   | 3-10-2020           |
| Diploma Paper                      |             | Graduation Sheets<br>29 boxes of 400                           | 11,600                | 1-21-2021           |
| Diploma Mailers                    |             | 88 Cases of 100 each   | 8,800                 | 7-8-2020            |
| Graduation Brochures               |             | 1 Cases of 7000  | 7000                  | 7-18-2018           |
| <hr/>                              |             |  |                       |                     |
| <b>Transcript Office:</b>          |             |  |                       |                     |
| #10 Envelopes                      |             | 0 Case of 0 Boxes  | 0 Boxes of (500)      | 5-13-2019           |
| #10 Four Color Envelopes           |             | 1.5 Cases of 5 Boxes   | 8 Boxes of (500)      | 2-18-2021           |
| Official Transcript Paper          |             | 14 Boxes of 2000   | 28,000                | 1-30-2020           |
| Poly Bags                          |             | 1 Boxes of 1000  | 1000                  | 1-30-2019           |
| Toner for Micro Film/Fiche Printer |             | Canon File Print 270   | 0                     | 10-18-2019          |
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| <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           |