

# Forms Inventory

Updated: 05/13/19

<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	2	3-14-2014
<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](mailto:Mharris20@avc.edu)