

# AVC Warehouse Supplies Catalog

Revised 10/22/18

Please complete a warehouse supplies requisition form and email to the warehouse. The form is on the Business Services website under Warehouse/Receiving. Orders cannot be filled without an account code for billing.

Prices in bold indicate a change from the previous catalog

Catalog #	Description	Unit	Cost
010	Batteries, AAA, Energizer, <u>package of 4</u>	Package/4	<b>1.62</b>
020	Batteries, AA, Energizer, <u>package of 4</u>	Package/4	<b>1.62</b>
030	Batteries, C size, Energizer (bulk-12/box)	<b>Each Battery</b>	<b>0.89</b>
040	Batteries, D size, Energizer (bulk-12/box)	<b>Each Battery</b>	<b>0.99</b>
050	Batteries, 9 volt, Energizer (bulk-12/box)	<b>Each Battery</b>	2.00
1355	Dry erase board cleaner, Expo, spray bottle, 8 oz.	Bottle	1.40
1360	Dry erase eraser, one per box	Each	1.96
1365	Dry erase markers, blue, low odor	Each	<b>0.84</b>
1370	Dry erase markers, black, low odor	Each	<b>0.84</b>
1375	Dry erase markers, red, low odor	Each	0.99
1380	Dry erase markers, green, low odor	Each	0.89
1385	Dry erase markers, set of 4 colors, large point	Set	2.80
<b>First Aid:</b>			
2425	First aid kit, up to 25 people, approx. 150 pcs.	Each	19.61
2435	Band aids, 1" x 3", box of 100	Box	7.23
2445	Instant cold pack	Each	2.50
2455	Antiseptic wipes, box of 25 towelettes	Box	4.89
2460	Waterproof first aid tape	Roll	3.96
2500	Letterhead envelopes, new four color logo, 500/box	Box/500	<b>68.52</b>
2510	Letterhead envelopes, <u>bulk mail</u> , new one color logo	Box/500	39.91
2520	Letterhead paper, <u>blank second sheets</u> , 8.5" x 11"	Ream	27.00
2530	Letterhead paper, new four color logo, 8.5" x 11"	Ream	51.00
<b>3860</b>	<b>Paper, white, 8.5" x 11" (10 reams per ctn.)</b>	<b>Ream</b>	2.40
3865	Paper, blue, 8.5" x 11"	Ream	3.64
3870	Paper, green, 8.5" x 11"	Ream	3.64
3875	Paper, pink, 8.5" x 11"	Ream	3.64
3880	Paper, yellow, 8.5" x 11"	Ream	3.64
3895	Paper, ivory, 8.5" x 11"	Ream	3.64
3900	Paper, gray, 8.5" x 11"	Ream	4.07
3920	Paper, tan, 8.5" x 11"	Ream	3.92
3925	Paper, goldenrod, 8.5" x 11"	Ream	3.88
3930	Paper, white, legal size, 8.5" x 14"	Ream	<b>3.78</b>
3975	Paper, white, ledger size, <b>11" x 17"</b> (5 reams per ctn.)	Ream	<b>5.80</b>
3980	Paper, white, 8.5" x 11", <b>3 hole drilled</b>	Ream	2.93
3985	Paper, cover stock, white, 250 sheets/ream, 67lb.	Ream	<b>5.83</b>
3990	Paper, cover stock, gray, 250 sheets/ream, 67lb.	Ream	9.88
3995	Paper, cover stock, ivory, 250 sheets/ream, 67lb.	Ream	<b>6.15</b>
4000	Paper, cover stock, blue, 250 sheets/ream, 67lb.	Ream	<b>8.00</b>
4005	Paper, cover stock, orchid, 250 sheets/ream, 67lb.	Ream	6.06
5550	Staples, standard size, Bostitch	Box	0.20

**Archive Storage:**

Please note: All materials sent to the warehouse to be put in archive storage must be in one of the boxes listed below. Each box or drawer must be clearly and legibly marked on the front with the fiscal year, a detailed listing of the contents, department name and a destroy date before it will be accepted for storage. For assistance go to the Business Services web page and click “Warehouse” and then “Archiving and Records Retention”.

9400	<b>Storage drawer, letter</b>	10.25” x 12.25” x 23.5”	Each	<b>13.77</b>
9410	<b>Storage drawer, legal</b>	10.25” x 15.5” x 23.5”	Each	14.16
9420	<b>Storage box</b>	10.25” x 12.75” x 25.25”	Each	6.53