

AVC Warehouse Supplies Catalog

Revised 02/10/2025

Please complete a warehouse supplies requisition form and email to the warehouse. The form can be found under the *Purchasing and Contracts* website under *Warehouse/Receiving*. Orders cannot be filled without an account code for billing.

Prices in bold indicate a change from the previous catalog

ITEMS HIGHLIGHTED RED WILL BE DISCONTINUED ONCE SUPPLIES HAVE BEEN EXHAUSTED

Catalog #	Description	Unit	Cost
010	Batteries, AAA, Procell, <u>package of 4</u>	Package/4	1.12
020	Batteries, AA, Procell, <u>package of 4</u>	Package/4	1.12
030	Batteries, C size, Procell (bulk-12/box)	Each Battery	0.56
040	Batteries, D size, Procell (bulk-12/box)	Each Battery	1.03
050	Batteries, 9 volt, Procell (bulk-12/box)	Each Battery	1.27
2500	Letterhead envelopes, new four color logo, 500/box	Box/500	81.84
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	66.96
3860	*Paper, white, 8.5" x 11" (10 reams per box)	1 Box	31.42
	<i>*Note : Now sold only by box</i>		
3865	Paper, blue, 8.5" x 11"	Ream	3.80
3870	Paper, green, 8.5" x 11"	Ream	7.08
3875	Paper, pink, 8.5" x 11"	Ream	7.08
3880	Paper, yellow, 8.5" x 11"	Ream	7.08
3895	Paper, ivory, 8.5" x 11"	Ream	7.08
3930	Paper, white, legal size, 8.5" x 14"	Ream	3.90
3975	Paper, white, ledger size, 11" x 17" (5 reams per ctn.)	Ream	13.47
3985	Paper, cover stock, white, 250 sheets/ream, 67lb.	Ream	7.06
3995	Paper, cover stock, ivory, 250 sheets/ream, 67lb.	Ream	6.15
4000	Puffs Facial Tissue	Box	1.45

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".

- **The Warehouse has a limited supply of used Archive Storage Boxes available at no cost to you. Please indicate on your order form if you would like to utilize them.**

9400	Storage drawer, letter	10.25" x 12.25" x 23.5"	Each	18.51
------	------------------------	-------------------------	------	-------

