

AVC Warehouse SuppliesCatalog

Revised 05/13/2026

To order, complete a [Warehouse Supplies Requisition](#) form and email to the warehouse. The form can be found under the AVC Web-site, *Purchasing and Contracts - Warehouse/Receiving*
Email: warehouse@avc.edu for assistance

Prices in bold indicate a change from the previous catalog

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) <i>Sold only by box</i>	1 Box	31.42
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	Facial Tissue	Box	1.25

Archive Storage:

Effective July 1, 2026, the Warehouse will no longer accept permanent records for archiving.

Please note: All materials sent to the Warehouse for archive storage must be packed in the approved boxes listed below. Each box 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, please visit the AVC Purchasing and Contacts web-page, then Warehouse/Receiving - "Archiving and Records Retention".

The Warehouse has a limited supply of used Archive Storage Boxes available at no cost to you. If you would like to utilize them, please indicate that on your order form.

9400	Archive Storage Boxes	10.25" x 12.25" x 23.5"	Each	18.51
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