

Forms Inventory

Updated: 5-15-2017

Description	Case Quantity	Total In Stock	Revised Date
Graduation Office:			
Diploma Covers	Script Safe- Newest order – 27 cases (PO# P150849)	5000	3-26-2015
	Old order – 7 cases/175 & 1 Case/82 (PO# P131520)	1307	2-8-2017
	Older order – 4 cases/175 (PO# P120642)	700	5-15-2017
	Herff Jones- Ancient order - 8 Cases/75 (7.5" x 9.5" old style)	600	10-21-2015
Crystal Clear Cover Stock w/Tissue	5 Cases of 10 Packs	50 Packs	5-14-2014
Diploma Paper	Graduation Sheets, 25 Bxs. of 600, 1 box of 400 (P170815)	15400	2-7-2017
Diploma Mailers	22 Cases of 100 each (P150846)	2200	2-7-2017
Graduation Brochures	2 Cases of 7000	14000	2-8-2016
Transcript Office:			
#10 Envelopes	1 Case of 5 Boxes	5 Boxes(of 500)	5-15-2017
Official Transcript Paper	2 Boxes of 2000 (PO# P142326)	4000	5-15-2017
Official Transcript Paper (Old)	2 Boxes of 2000, 1 of 1000	5000	7-12-2016
Poly Bags	4 Boxes of 1000	4000	5-15-2017
Toner for Micro Film/Fiche Printer	Canon FilePrint 270	2	3-14-2014
Admissions & Records:			
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 6909.