

Forms Inventory

Updated: 7/2/18

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 – 2 cases/175 (PO# P120642)	425	2-13-18
	Herff Jones-	Ancient order - 8 Cases/75 (7.5” x 9.5” old style)	600	10-21-2015
Crystal Clear Cover Stock w/Tissue Diploma Paper		5 Cases of 10 Packs Graduation Sheets, 0 Bxs. of 600, 17 box of 400 (P170815)	50 Packs 6800	5-14-2014 7-2-18
Diploma Mailers		14 Cases of 100 each (P150846)	1400	6-28-18
Graduation Brochures		2 Cases of 7000	14000	2-8-2016
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Transcript Office:				
#10 Envelopes		1 Case of 5 Boxes	15 Boxes(of 500)	2-13-18
Official Transcript Paper		9 Boxes of 2000 (PO# P142326)	18000	2-13-18
Poly Bags		4 Boxes of 1000	4000	5-15-2017
Toner for Micro Film/Fiche Printer		Canon FilePrint 270	2	3-14-2014
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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 1 Box of 200	2800	9-15-2009
“Apply-Plan-Pay” Brochure		0	0	3-26-2015

To request forms or for more information, leave a message at extension 6909.