

**Banner#** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **Date** \_\_\_\_\_

C                      F                      O                      P

**Account Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Campus Address** \_\_\_\_\_

**Fiscal Office Signature** \_\_\_\_\_ **Delivery**  **Pickup**

Quantity	Description	Price/UM	Item Total
	Leave Forms (50/pack)	\$6/pack	
	UIS Memorandum Paper (100/pack)	\$5/pack	
	UIS Mailing Labels (6/sheet)	\$.65/sheet	
	UIS Blue Books	\$.75 each	
	UIS #10 Printed Envelopes (500/box)	\$45/box	
	UIS Property Stickers	\$.03 each	
	Blank Kraft Envelopes, 10 x 13"	\$.20 each	
	UIS #11 Interdepartmental Envelopes, 10.375 x 4.5"	\$.25each	
	UIS Interdepartmental Envelopes, 10 x 13"	\$.30 each	
	Plain White Envelope, #9 (100/pk)	\$5/pack	
	Plain White Envelope, #10 (100/pk)	\$5/pack	
	Jiffy Padded Envelope, #0, 6 x 10"	\$.40 each	
	Jiffy Padded Envelope, #1, 7.25 x 12"	\$.50 each	
	Jiffy Padded Envelope, #2, 8.5 x 12"	\$.60 each	
	Jiffy Padded Envelope, #5, 10.5 x 14"	\$.70 each	
	Jiffy Padded Envelope, #6, 12.5 x 16"	\$.90 each	
	Paper, 20#, White, Letter, 8.5 x 11" (ream = 500)	\$5.65/ream (1 box = 10 reams)	
	Paper, 20#, White, Legal, 8.5 x 14"	\$5.75/ream	
	Paper, 20#, White, Tabloid, 11 x 17"	\$7.40/ream	
	UIS Watermark Paper, 20#, White, Letter, 8.5 x 11"	\$28/ream	
	Paper, Color, Text Weight 20#, Letter, 8.5 x 11" (ream) <i>Indicate Color:</i> Blue, Buff, Canary, Goldenrod, Green, Lilac, Pink, Salmon	\$10.17/ream \$.03/sheet	
	Paper, Color, Text Weight 24/60#, Letter, 8.5 x 11" (ream) <i>Indicate Color:</i> Bright Blue, Bright Pine, Bright Yellow, Cosmic Orange, Gamma Green, Gray, Green, Orbit Orange, Periwinkle, Planetary Purple, Pulsar Pink, Re-Entry Red, Stardust White, Yellow	\$18.14/ream \$.04/sheet	
	Paper, Color, Cover Weight 65#, Letter, 8.5 x 11" (ream) <i>Indicate Color:</i> Blue, Bright Blue, Bright Red, Bright Yellow, Cosmic Orange, Cream, Fiesta Pink (50#), Galaxy Gold, Green, Liftoff Lemon, Orchid, Planetary Purple, Pulsar Pink, Re-Entry Red, Tan, Terra Green, Yellow	\$35.90/ream \$.07/sheet	
	Scratch Pad, Plain White, 3 x 5"	\$.25 each	
	Scratch Pad, Plain White, 5 x 8"	\$.50 each	
	UIS Vinyl Pad Holder, 5 x 8"	\$3.50 each	
	UIS Vinyl Pad Holder, 8 1/2 x 11"	\$4.50 each	
	UIS Poly 3-Ring Binder	\$1.50 each	
	UIS Pocket Folder, 9 x 12"	\$1.50 each	
	UIS Navy Blue 36" lanyard	\$.95 each	
	Badge holder for lanyard, plain, hold 4 x 3 print	\$.20 each	
	UIS Wordmark Ink Pen	\$.75 each	
	University of Illinois Springfield Ink Pen	\$.75 each	
	<b>Delivery</b>	<b>\$2.25</b>	
	<b>UIS Campus Services Received By:</b>	<b>Order Total</b>	