



UMSL Office of Student Life Supplies Request Form

| |
|---------------|
| Total Amount: |
| MoCode: |
| Approved by: |
| |

Show-Me Shop is the University's online purchasing system. Organizations and departments receiving University funding MUST use this system for purchasing supplies. Show-Me Shop provides UMSL with access to a variety of supplies at special rates. For office supplies, Show-Me Shop has two vendors, Corporate Express/Staples and Office Max. When you submit your request, the Office of Student Life will be able to compare prices and purchase the supply that best fits your needs at the best price.

| Organization Information | |
|--------------------------|--|
| Organization Name: | Today's Date: |
| SABC Budget Line: | Total amount you would like to spend:* |

| Purchaser Information |
|-----------------------|
| Name: |
| Student ID #: |
| Email: |
| Phone: |

Special Directions or other supplies: *Use this space to write any additional information you would like to share about your order. You may also use this space to list any additional supplies you would like us to order that are not listed on the back of this sheet.*

| | | |
|-------------------------|-----------|--------------|
| Organization President: | _____ | _____ |
| | Signature | Printed Name |
| Organization Treasurer: | _____ | _____ |
| | Signature | Printed Name |
| Purchaser's Signature | _____ | _____ |
| | Signature | Printed Name |

| <i>Office Use Only</i> |
|------------------------|
| Notes: |

Order Form

| DESK SUPPLIES | |
|--------------------------|------------------|
| Quantity | Supply |
| _____ | Pens |
| _____ | Pencils |
| _____ | Markers |
| _____ | Highlighters |
| _____ | Paper clips |
| _____ | Binder clips |
| _____ | Masking Tape |
| _____ | Scotch Tape |
| _____ | Glue |
| _____ | Stapler |
| _____ | Staple remover |
| _____ | Hole Punch |
| _____ | Scissors |
| _____ | Correction Fluid |
| _____ | Tape Dispenser |
| Additional Instructions: | |

| PAPER SUPPLIES | |
|--------------------------|----------------------------|
| Quantity | Supply |
| _____ | copy paper |
| _____ | color paper |
| _____ | certificate cover |
| _____ | parchment certificate |
| _____ | steno notebook pad |
| _____ | writing pad (Legal,Letter) |
| _____ | cardstock |
| _____ | post-it notes |
| Additional Instructions: | |

| MAILING SUPPLIES | |
|--------------------------|------------------------|
| Quantity | Supply |
| _____ | Business envelopes |
| _____ | Large Manila envelopes |
| _____ | Shipping labels |
| _____ | Bubble Wrap |
| _____ | Packing Tape |
| Additional Instructions: | |

| FILING SUPPLIES | |
|--------------------------|---------------------|
| Quantity | Supply |
| _____ | Manila File Folder |
| _____ | Colored File Folder |
| _____ | Hanging Folder |
| _____ | Binders |
| Additional Instructions: | |

| Computer & Printer | |
|--------------------------|---------------|
| Quantity | Supply |
| _____ | Toner |
| _____ | Ink cartridge |
| _____ | Batteries |
| _____ | Label Maker |
| Additional Instructions: | |