

PURCHASING SERVICES

CENTRAL STORES CATALOG

TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE</u>
Information and Procedures	1-2
Office Supplies and Paper	3
Printed Materials and Forms	4-7
Computer Paper	8
Lighting	9
Custodial Supplies	10
Gas Cylinders	11

PURCHASING SERVICES
CENTRAL STORES CATALOG

INFORMATION AND ORDERING PROCEDURES

All requirements for items from the Central Stores Catalog should be submitted to the Purchasing Services Office on a Stores Requisition.

The Stores Requisition is a three-part form, stock number 23480. The original (white) and packing slip (pink) are forwarded to Purchasing Services for processing. The center copy (yellow) should be retained by the ordering department for reference.

The complete Stores Requisition must include all of the following information:

1. **DATE** materials are required
2. **SHIP TO LOCATION** (Building and room number)
3. **CAMPUS** (Foothill, De Anza, Middlefield, off campus locations must include complete address)
4. **REQUESTED BY** (name of person requesting items)
5. **QUANTITY**
6. **UNIT OF ISSUE** (Box,, each, pkg, etc.)
7. **STOCK NUMBER** (a 5 digit number)
8. **DESCRIPTION**
9. 6 digit **ACCOUNT NUMBER** (object codes are not required)

**Items 6-8 refer to information obtained from the Stores Catalog.

NOTE: Requisitions will be returned unfilled if the necessary information is not provided.

APPROVAL: The appropriate budgeter or their authorized representative must sign Stores Requisitions. Evidence of authorization may be requested.

DELIVERY TIME: Upon receipt of a properly completed stores request, the usual turn around time is 3-5 working days.

BACK ORDERS: Items designated B/O on the packing list are temporarily out of stock. Back orders are filled as soon as materials arrive at the stores warehouse.

CHARGES TO ORDERING DEPARTMENTS: The prices listed in this catalog include all applicable taxes and shipping charges and are accurate as of the printing date, but should be used as a guide only. Items supplied from this catalog will be charged to the ordering department at the prices in effect on the day the charges are posted.

EMERGENCY ORDERS: Telephone orders cannot be accepted. Information on placing emergency rush orders may be obtained by calling the Stores at extension 6171.

RETURNS: Stores items may be returned for credit within 90 days after receipt if the items are still in their original unopened packages. The return process is as follows:

1. Complete a Stores Requisition (form 23480) and indicated clearly that you are **“returning the listed items for credit.”**
2. Call Central Stores at extension 6171 to arrange a method of return. Stores items to be returned for credit will be picked up by Purchasing Services. Do not send return goods through the interoffice mail.

APPROPRIATE USE OF STORES REQUISITIONS: Only items appearing in this catalog may be ordered with a Stores Requisition. All other requirements must be ordered with a Purchase Requisition (stock number 23260).

RECYCLED MATERIALS: In accordance with District policy, products in this catalog shall be made from recycled materials, when available.

CENTRAL STORES CATALOG

Stock Number	Description	Unit	Est. Price
-----------------	-------------	------	---------------

OFFICE SUPPLIES/PAPER

10510	Envelope, inter-office mailing 10" x 13", recycled, 50/package	Pkg	\$7.98
12091	Paper, dual purpose, white, recycled, xerographic/offset duplicator, 8.5" x 11", 20 lb. basis	Ream	\$2.74
12140	Paper, dual purpose, white, legal size xerographic/offset duplicator, 8.5" x 14", 20 lb. basis	Ream	\$3.32
12340	Paper, dual purpose, white, 3-hole xerographic/offset duplicator, 8.5" x 11", 20 lb. basis	Ream	\$3.43

CENTRAL STORES CATALOG

Stock Number	Description	Unit	Est. Price
-----------------	-------------	------	---------------

PRINTED MATERIALS/FORMS

NOTE: ORDER CAMPUS SPECIFIC MATERIALS FROM YOUR CAMPUS PRINT SHOP.

21000	Decal, property control number with barcode, 100/package, Purchasing Services use only.	Pkg	\$17.21
22050	Envelope, printed, District Office, #10, 4-1/8" X 9-1/2", sub 24 lb., 500/box	Box	\$9.49
22060	Envelope, printed, District Office, #10, 4-1/8" X 9-1/2", 25% cotton bond, recycled, 500/box	Box	\$32.65
22260	Envelope, printed, window, District Office, #10, 4-1/8" X 9-1/2", sub. 24, 500/box	Box	\$12.56
23000	Form, Budget Transfer Request, 2-part, 25/package	Pkg	\$4.44
23010	Form, Check Stock, non-printed, Z-fold, for use with pressure sealer, for Accounting use only.	Case	\$142.41
23015	Form, Non-Check Stock, non-printed, Z-fold, for use with pressure sealer, For Accounting use only.	Case	\$137.98
23020	Form, Damaged and Missing Property Report, 4-part, 10/package	Pkg	\$1.99

CENTRAL STORES CATALOG

Stock Number	Description	Unit	Est. Price
23050	Form, Expense Transfer Request, 2-part, 25/package	Pkg	\$3.85
23140	Form, Certificated Employee Leave Report, 4-part, 25/package	Pkg	\$6.49
23160	Form, Memorandum, 2-part, 100/package	Pkg	\$3.14
23180	Form, Mileage Reimbursement Voucher, 2-part, 25/package	Pkg	\$4.93
23220	Form, Petty Cash Voucher, 1-part, 25/pad	Pad	\$.88
23260	Form, Purchase Requisition, 3-part, 50/package	Pkg	\$7.44
23360	Form, Request for Check, 3-part, 25/package	Pkg	\$4.04
23380	Form, Request for Travel Advance, 3-part, 25/package	Pkg	\$5.46
23400	Form, Routing Slip, 1-part, 50/pad	Pad	\$0.99
23420	Form, Schedule Card, 4" X 6", Foothill and De Anza College, 25/pad	Pad	\$1.61
23440	Form, Schedule Card, 5" X 8", Foothill and De Anza College, 25/pad	Pad	\$1.61
23480	Form, Stores Requisition, 3-part, 50/package	Pkg	\$4.62

CENTRAL STORES CATALOG

Stock Number	Description	Unit	Est. Price
23500	Form, Surplus Supplies and Equipment Report, 4-part, 10/package	Pkg	\$2.73
23540	Form, Trip Reimbursement Voucher, 2-part, 25/package	Pkg	\$5.56
23560	Form, Vehicle Condition Report, 2-part, 50/package	Pkg	\$3.93
23580	Form, Work Requisition, 2-part, 25/package	Pkg	\$3.32
24040	Form, continuous, Class List, 2-part	Case	\$129.77
24180	Form, continuous, First Census Class List, 1-part, green	Case	\$164.78
24240	Form, continuous, Instructor Final Grade Report, 1-part.	Case	\$200.34
24280	Form, continuous, Permanent Class List, 1-part.	Case	\$137.11
24290	Form, continuous, Personnel Action Status Sheet (PASS), 4-part, Human Resources use only	Case	\$187.68
24300	Form, continuous, Positive Attendance Report, scan sheet, 1-part.	Case	\$224.70
24410	Form, continuous, Time Report - Classified, 2-part.	Case	\$197.60

CENTRAL STORES CATALOG

Stock Number	Description	Unit	Est. Price
24415	Form, continuous, Time Report – Hourly, Part-time Certificated, 2-part.	Case	\$154.80
24420	Form, continuous, Time Report – Hourly, Casual/Student Employee, 2-part.	Case	\$203.49

CENTRAL STORES CATALOG

Stock Number	Description	Unit	Est. Price
24430	Form, continuous, Time Report – Management, 2-part.	Case	\$139.51
25040	Label, shipping, Foothill-De Anza Community College District, pressure sensitive adhesive, 50/package, Central Services use only.	Pkg	\$5.98
26040	Letterhead, Foothill-De Anza Community College District, 8-1/2" X 11", white, 24 lb. 25% cotton rag bond	Ream	\$35.35
27040	Name tag, Foothill-De Anza Community College District, 2-color, 100/package.	Pkg	\$10.97

CENTRAL STORES CATALOG

Stock Number	Description	Unit	Est. Price
-----------------	-------------	------	---------------

COMPUTER PAPER

50070	Paper, continuous form, white, 18 lb., 9-1/2" X 3-1/2", 1-part, 1/2" perforated margins	Case	\$44.01
50080	Paper, continuous form, white, 18 lb., 9-1/2" X 11", 1-part, 1/2" perforated margins	Case	\$20.41
50100	Paper, continuous form, 9-7/8" X 11", 2-part, 1/2" greenbar	Case	\$45.51
50130	Paper, continuous form, 14-7/8" X 8-1/2", 1-part, 1/2" greenbar	Case	\$20.73
50140	Paper, continuous form, 14-7/8" X 8-1/2", 2-part, 1/2" greenbar	Case	\$37.39
50150	Paper, continuous form, 14-7/8" X 8-1/2", 3-part, 1/2" greenbar	Case	\$39.63

CENTRAL STORES CATALOG

Stock Number	Description	Unit	Est. Price
<u>LIGHTING</u>			
60660	Lamp, fluorescent, 48" med bi-pin, #F40/CW/SS, cool white, 30/case	Case	\$25.85
60830	Lamp, incandescent, medium base, 100w, #100A17/90/SSXL, frosted	Each	\$0.43
60835	Lamp, incandescent, medium base, 100w, #100A21/RS, rough service	Each	\$0.70
60850	Lamp, incandescent, medium base, 150w, #150A/99/IF, frosted	Each	\$0.79
60870	Lamp, incandescent, reflector flood, medium base, 150w, #150/R40/FL/SS	Each	\$1.66
60890	Lamp, incandescent, medium base, 200w, #200/99IF/XL, frosted	Each	\$1.44

CENTRAL STORES CATALOG

Stock Number	Description	Unit	Est. Price
<u>CUSTODIAL SUPPLIES</u>			
70600	Covers, toilet seat, paper, 250/package	Pkg	\$1.65
71835	Soap, hand, liquid, Cormatic frosty lemon, 10 1-liter bottles/case, for use in Cormatic dispensers	Case	\$34.45
72070	Tissue, paper, jumbo roll, 2,000 feet per roll, single ply, recycled, GP Verigood 2000 #TJ663	Case	\$37.71
72080	Towel, paper, hand, bleached, 8" wide rolls, Scott 112, GP352 or JR2048	Case	\$16.82

CENTRAL STORES CATALOG

Stock Number	Description	Unit	Est. Price
<u>GAS CYLINDERS</u>			
90020	Cylinder, gas, helium, size H, 244 cubic feet	Each	\$55.65
90025	Cylinder, gas, argon, size T, 356 cubic feet	Each	\$58.88
90040	Cylinder, gas, oxygen, medical grade, size D	Each	\$4.51
90045	Cylinder, gas, oxygen, medical grade, size E	Each	\$6.63
90060	Cylinder, gas, dry nitrogen, size T, 304 cubic feet	Each	\$18.16
90065	Cylinder, gas, oxygen, industrial grade, size S, 150 cubic feet	Each	\$7.44
90070	Cylinder, gas, acetylene, size #4, 140 cubic feet	Each	\$19.69
90075	Cylinder, gas, oxygen, medical grade, size H, 250 cubic feet	Each	\$8.76
90090	Cylinder, gas, carbon dioxide, gaseous type, 50 lb.	Each	\$17.21

NOTE: Gas cylinders will not be delivered unless an empty cylinder is available for pick-up. New users of gas should contact the Purchasing Department at extension 6167 for further instructions.