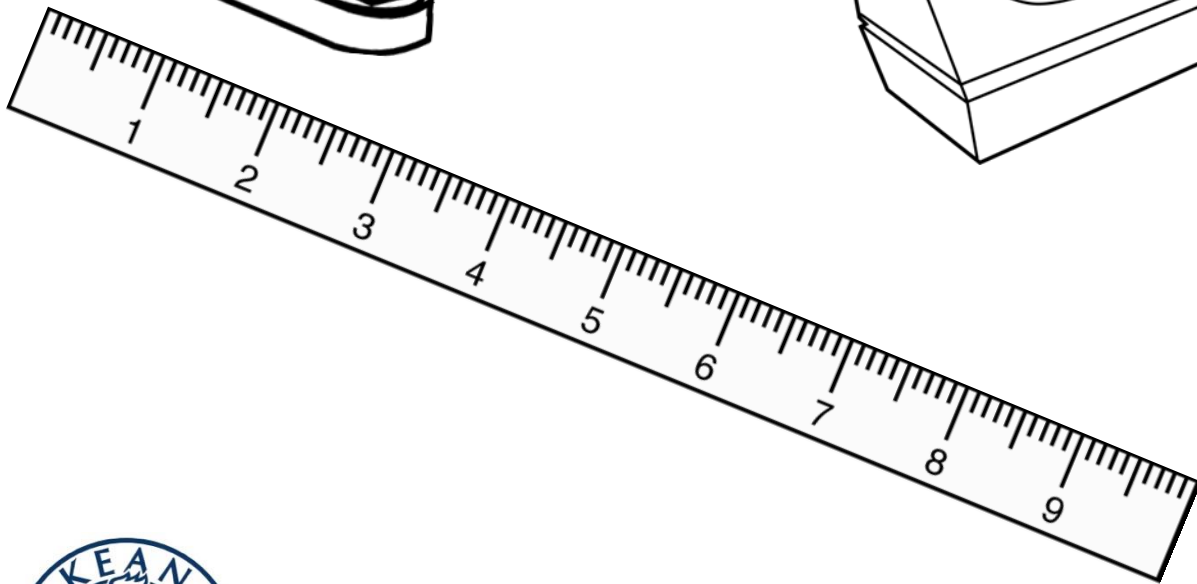
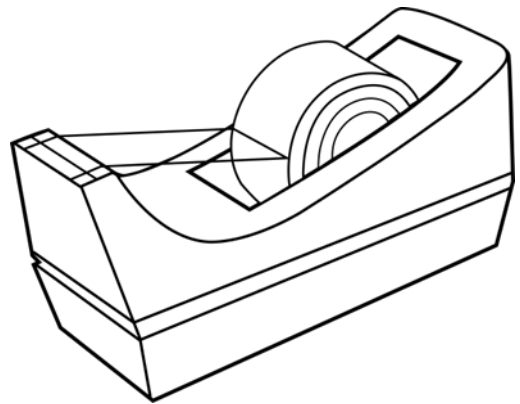
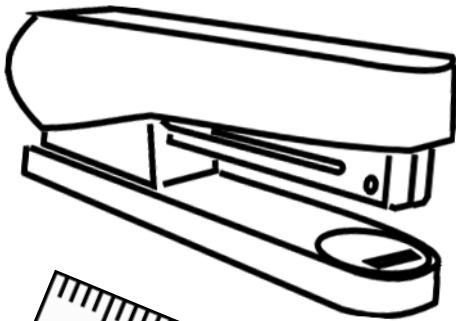


KEAN UNIVERSITY

Materiel Service Stationery Catalog



KEAN
UNIVERSITY

MATERIEL SERVICES STATIONERY CATALOG

This Catalog provides faculty and staff with a listing of the most commonly used office supplies. To obtain merchandise in this catalog, a department must use a stationery supply form:

1. Stationery Supplies Requisition (see sample)

Complete:

- a. Date
- b. Cost Center Number including the object fund
- c. Department Name
- d. Location
- e. Phone Extension
- f. Stock Number
- g. Full Description (From *Catalog*)
- h. Quantity Ordered (Check **UNIT OF ISSUE** *see Catalog*)
- i. Sign By Cost Center Director

Mail to: **MATERIEL SERVICES**, Maintenance Building Room M135

MISSING INFORMATION AND ORDERING NOT FOLLOWING ABOVE GUIDELINES MAY CAUSE DELAYS IN THE DELIVERY OF THE ORDER.

Prices listed in this catalog as of 2020. However, they are subject to changing without notice. Orders are process as they come in within in five working days of receipt. *THERE ARE NO BACKORDERS. IN CERTAIN INSTANCES, SUBSTITUTION OF ITEMS ORDERED ARE MADE. QUANTTTES ORDERED AND RECEIVED MAY DIFFER DUE TO AVAILABILTY OF INVENTORY.* The catalog can change without notice for stock additional and deletions.

Over the counter service is available from 8:00am to 3:30pm

Monday through Friday (except Summer Hours)

If you have any questions with Stationery Catalog and Ordering Procedures please contact Materiel Services by calling 908-737-5080.

DEPARTMENT REFERENCE NUMBER
(Optional)



No. 9999999

FOR MATERIEL SERVICES USE ONLY

KEAN
University

STATIONERY SUPPLIES REQUISITION

DATE *

COST CENTER * 999999

DEPT. NAME * **Purchasing**

LOCATION *

EXTENSION *

DEPARTMENT USE ONLY

WAREHOUSE USE ONLY

| ITEM NO. | STOCK NO. | DESCRIPTION | QUANTITY ORDERED | QUANTITY DELIVERED | UNIT OF ISSUE | UNIT COST | TOTAL COST |
|----------|-----------|-----------------------|------------------|--------------------|---------------|-----------|------------|
| 1. | 15080 | Duplication 8 /2 x 11 | 5 CS | | | | |
| 2. | 12030 | Kraft 9 x 12 ** | 50 EA | | | | |
| 3. | 12035 | Kraft 10 x 13 ** | 50 EA | | | | |
| 4. | | | | | | | |
| 5. | | | | | | | |
| 6. | | | | | | | |
| 7. | | | | | | | |
| 8. | | | | | | | |
| 9. | | | | | | | |
| 10. | | | | | | | |

REMARKS:

* Must be filled out by Department

** MUST be approved

NOTE: NO BACKORDER POLICY

*

AUTHORIZED SIGNATURE

Most Commonly Ordered Materials:

| <i>Stock No.</i> | <i>Item Description</i> | <i>Unit of Issue</i> | <i>Price</i> |
|------------------|--|----------------------|--------------|
| 19050 | Book, Exam | Pack | \$ 8.36 |
| 19180 | Clips, Gem Med (10 bxs/ ct) | Count | \$ 7.37 |
| 13005 | Folders, File Letter (100/ bx) | Box | \$ 12.04 |
| 19426 | Labels, Laser (1 x 2 ⁵ / ₈) | Box | \$40.09 |
| 15080 | Paper, Duplicating 8 1/2 x 11 white | Case | \$31.98 |
| 16016 | Pens, Medium Point (Black) | Dozens | \$ 2.86 |
| 16017 | Pens, Medium Point (Blue) | Dozens | \$ 1.55 |
| 19570 | Staples, Standard | Box | \$ 4.26 |

A/B

| Stock No. | Item Description | Unit of Issue | Price |
|-----------|-----------------------------------|---------------|---------|
| 10010 | Binders, 1" Cap 8 1/2 x 11 3 ring | Each | \$ 4.78 |
| 10015 | Binders, 2" Cap 8 1/2 x 11 3 ring | Each | \$ 5.50 |
| 19045 | Book, Class Record | Each | \$ 2.98 |
| 19050 | Book, Exam | Pack | \$ 8.36 |
| 19275 | Box, Banker Legal | Each | \$24.50 |
| 19270 | Box, Banker Letter | Each | \$39.50 |
| 19080 | Box, Moving | Each | \$ 2.52 |

C

| Stock No. | Item Description | Unit of Issue | Price |
|-----------|---------------------------------------|---------------|---------|
| 19095 | Calendar, Desk base | Each | \$ 8.46 |
| 19100 | Calendar, Desk Refill | Each | \$ 7.98 |
| 19110 | Calendar, National School (July-June) | Each | \$ 9.59 |
| 11005 | Card, Index 3x5 (100) | Each | \$ 0.19 |
| 19155 | Clips, Butterfly Large (12/bx) | Box | \$ 5.28 |
| 19160 | Clips, Butterfly Medium (50/bx) | Box | \$ 1.32 |
| 19167 | Cleaner for Dry Erase Boards | Each | \$11.79 |
| 19151 | Clips, Binder Large | Box | \$ 5.70 |
| 19152 | Clips, Binder Medium | Box | \$ 4.29 |
| 19150 | Clips, Binders Small | Box | \$ 4.19 |
| 19180 | Clips, Medium Gem (10 bxs/ct) | Count | \$ 6.82 |
| 19181 | Clips, Large Gem (100/bx) | Box | \$ 7.43 |

D/E

| Stock No. | Item Description | Unit of Issue | Price |
|-----------|---------------------------------------|---------------|----------|
| 19380 | Dividers, 3 Ring (5/pks) | Pack | \$ 0.91 |
| 12020* | Envelopes, #9 Business Reply | Each | \$ 0.03 |
| 12010 | Envelopes, #10 KU (500/bx) | Box | \$ 14.46 |
| 12045 | Envelopes, # 10 KU w/ Widow (500/bx) | Box | \$ 32.23 |
| 12006 | Envelopes, Interoffice Large (10x15) | Each | \$ 0.41 |
| 12005 | Envelopes, Interoffice Small (100/pk) | Pack | \$ 10.62 |
| 12021 | Envelopes, Kraft 6 x 9 | Each | \$ 0.06 |
| 12030* | Envelopes, Kraft 9 x 12 | Each | \$ 0.11 |
| 12035* | Envelopes, Kraft 10 x 13 | Each | \$ 0.11 |
| 19225 | Eraser, Chalkboard | Each | \$ 3.50 |
| 19230 | Eraser, Dry Erase | Each | \$ 4.42 |

*Must be approved by Assistant Director of Purchasing

M A T E R I E L S E R V I C E S S T A T I O N E R Y C A T A L O G**F/G**

| Stock No. | Item Description | Unit of Issue | Price |
|-----------|----------------------------------|---------------|----------|
| 13010 | Folders, File Legal (100/bx) | Box | \$ 22.29 |
| 13005 | Folders, File Letter (100/bx) | Box | \$ 10.73 |
| 13020 | Folders, Hanging Legal (25/bx) | Box | \$ 14.93 |
| 13015 | Folders, Hanging Letter (25/bx) | Box | \$ 12.81 |
| 19520 | Folders, KU 2 Pocket (Portfolio) | Each | \$ 0.62 |

H/I/J/K/L

| Stock No. | Item Description | Unit of Issue | Price |
|-----------|--|---------------|----------|
| 19426 | Labels, Laser (1 x 2 ⁵ / ₈) | Box | \$ 33.52 |
| 19460 | Letter Opener | Each | \$ 2.04 |

M/N/O

| Stock No. | Item Description | Unit of Issue | Price |
|-----------|---|---------------|----------|
| 19480 | Markers, Broad Tip(Black) | Dozen | \$ 11.09 |
| 19497 | Markers, Dry Erase Color Set(4 color set) | Set | \$ 12.71 |
| 19481 | Markers, Dry Erase Black | Dozen | \$ 13.78 |
| 19482 | Markers, Dry Eraser with Eraser | Dozen | \$ 17.92 |
| 19479 | Markers, Highlighters (Yellow) | Dozen | \$ 9.78 |

P/Q

| Stock No. | Item Description | Unit of Issue | Price |
|-----------|--------------------------------------|---------------|---------|
| 19060 | Pads, Steno Book Gregg Rule (Narrow) | Each | \$ 1.39 |
| 19065 | Pads, Steno Books Pitman Rule (Wide) | Each | \$ 2.21 |
| 14055 | Pads, Telephone "While You Were Out" | Dozen | \$ 4.86 |
| 14010 | Pads, White Ruled 5 x 8 | Dozen | \$11.98 |
| 14022 | Pads, White Ruled 8 ½ x 11 | Dozen | \$13.48 |
| 15065 | Paper, Blue 8 ½ x 11 | Ream | \$ 3.92 |
| 15045 | Paper, Canary 8 ½ x 11 | Ream | \$ 3.92 |
| 15060 | Paper, Goldenrod 8 ½ x 11 | Ream | \$ 3.92 |
| 15050 | Paper, Green 8 ½ x 11 | Ream | \$ 3.92 |

P/Q Continued

| Stock No. | Item Description | Unit of Issue | Price |
|-----------|-----------------------------------|---------------|----------|
| 15055 | Paper, Pink 8 ½ x 11 | Ream | \$ 3.92 |
| 15080 | Paper, Duplicating 8 ½ x 11 white | Case | \$ 31.98 |
| 15081 | Paper, Duplicating 8 ½ x 14 white | Ream | \$ 4.29 |
| 15082 | Paper, Duplicating 11 x 17 white | Ream | \$ 9.51 |
| 15015 | Paper, Letterhead | Ream | \$120.01 |
| 15090 | Paper Towels | Case | \$ 16.04 |
| 19510 | Pencils #2 | Dozen | \$ 2.80 |
| 16030 | Pens, Felt Fine Point (Black) | Dozen | \$ 14.98 |
| 16035 | Pens, Felt Fine Point (Blue) | Dozen | \$ 14.01 |
| 16020 | Pens, Felt Fine Point (Red) | Dozen | \$ 27.73 |
| 16005 | Pens, Fine Point (Black) | Dozen | \$ 2.69 |
| 16015 | Pens, Fine Point (Blue) | Dozen | \$ 2.29 |
| 16010 | Pens, Fine Point (Red) | Dozen | \$ 2.07 |
| 16016 | Pens, Medium Point (Black) | Dozen | \$ 2.54 |
| 16017 | Pens, Medium Point (Blue) | Dozen | \$ 1.55 |
| 16018 | Pens, Retractable Medium (Black) | Dozen | \$ 9.81 |
| 16019 | Pens, Retractable Medium (Blue) | Dozen | \$ 5.05 |
| 14028 | Post it (1 ½ x 2) | Dozen | \$ 4.03 |
| 14026 | Post it (3 x 3) | Dozen | \$ 9.78 |
| 14023 | Post it (3 x 5) | Dozen | \$ 11.28 |
| 19525 | Protector Sheets | Each | \$ 0.64 |
| 19535 | Punch, Desktop 3 Whole Punch | Each | \$ 13.26 |

R

| Stock No. | Item Description | Unit of Issue | Price |
|-----------|------------------|---------------|---------|
| 19545 | Ruler 12" | Each | \$ 3.11 |
| 19550 | Ruler 15" | Each | \$ 2.99 |

S

| Stock No. | Item Description | Unit of Issue | Price |
|-----------|--------------------|---------------|---------|
| 19560 | Scissors | Each | \$ 8.56 |
| 19540 | Staple Remover | Each | \$ 2.14 |
| 19595 | Staplers, Standard | Each | \$ 6.07 |

S Continued

| Stock No. | Item Description | Unit of Issue | Price |
|-----------|---------------------------------|---------------|----------|
| 19600 | Staplers, Heavy Duty | Each | \$ 20.31 |
| 19570 | Staples, Standard | Box | \$ 4.28 |
| 19590 | Staples, Heavy Duty ½ | Box | \$ 6.59 |
| 19060 | Steno Book, Gregg Rule (Narrow) | Each | \$ 1.39 |
| 19065 | Steno Book, Pitman Rule (Wide) | Each | \$ 1.59 |
| 21130 | Surge Protector 6 Outlets | Each | \$ 11.99 |

T/U/V

| Stock No. | Item Description | Unit of Issue | Price |
|-----------|---------------------------|---------------|----------|
| 19605 | Tabs, Hanging Folders | Box | \$ 3.79 |
| 18040 | Tape, 2" Packing | Each | \$ 2.87 |
| 18005 | Tape, Adding 2 ¼ | Each | \$ 0.39 |
| 19218 | Tape, Desk Top Dispenser | Each | \$ 5.62 |
| 19220 | Tape, Hand Held Dispenser | Each | \$ 2.09 |
| 18025 | Tape, Scotch Clear | Each | \$ 3.48 |
| 19635 | Thumbtacks | Each | \$ 0.99 |
| 19284 | Transparency (50/BX) | Box | \$ 18.72 |

W/X/Y/Z

| Stock No. | Item Description | Unit of Issue | Price |
|-----------|---------------------------|---------------|---------|
| 19340 | Whiteout Correction Fluid | Each | \$ 2.58 |