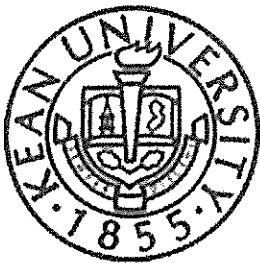
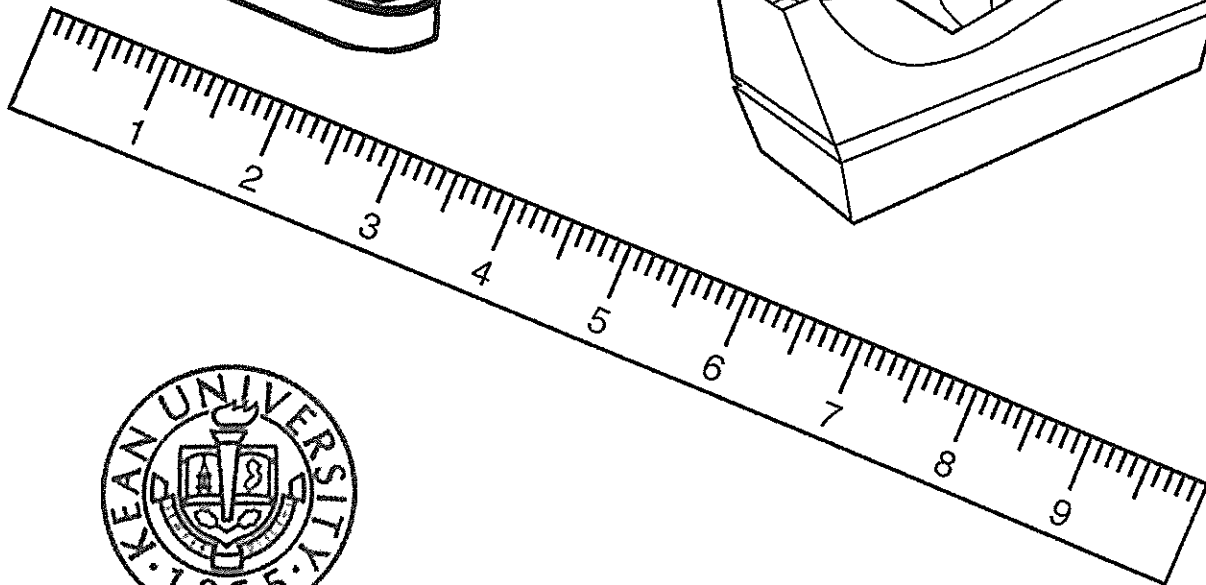
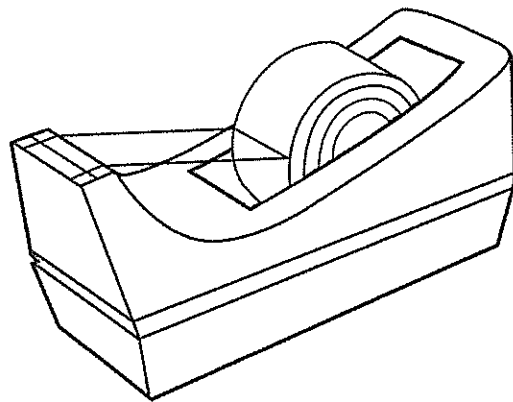
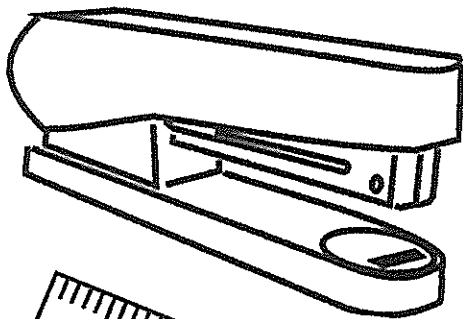


# KEAN UNIVERSITY

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## Material Service Stationery Catalog



KEAN  
UNIVERSITY

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**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. QUANTITES 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.



**KEAN**  
University

**No. 999999**

REQUISITION NUMBER

FOR WAREHOUSE USE ONLY

DEPARTMENT REFERENCE NUMBER  
(Optional)

**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 BY JOE KANG

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	<i>Book, Exam</i>	<i>Pack</i>	<i>\$ 8.77</i>
19180	<i>Clips, Gem Med (10 bxs/ct)</i>	<i>Count</i>	<i>\$ 3.99</i>
13005	<i>Folders, File Letter (100/bx)</i>	<i>Box</i>	<i>\$ 13.76</i>
19426	<i>Labels, Laser (1 x 2 5/8)</i>	<i>Box</i>	<i>\$40.09</i>
15080	<i>Paper, Duplicating 8 1/2 x 11 white</i>	<i>Case</i>	<i>\$29.95</i>
16016	<i>Pens, Medium Point (Black)</i>	<i>Dozens</i>	<i>\$ 2.79</i>
16017	<i>Pens, Medium Point (Blue)</i>	<i>Dozens</i>	<i>\$ 2.59</i>
19570	<i>Staples, Standard</i>	<i>Box</i>	<i>\$ 1.46</i>

**MATERIEL SERVICES STATIONERY CATALOG**

**A/B**

Stock No.	Item Description	Unit of Issue	Price
19000	Bands, Rubber No 18	Box	\$ 2.99
19005	Bands, Rubber No 32	Box	\$ 2.99
19010	Bands, Rubber No 64	Box	\$ 2.99
10010	Binders, 1" Cap 8 1/2 x 11 3 ring	Each	\$ 3.39
10015	Binders, 2" Cap 8 1/2 x 11 3 ring	Each	\$ 5.05
19045	Book, Class Record	Each	\$ 2.98
19050	Book, Exam	Pack	\$ 8.77
19275	Box, Banker Legal	Each	\$22.90
19270	Box, Banker Letter	Each	\$20.95
19080	Box, Moving	Each	\$ 2.40

**C**

Stock No.	Item Description	Unit of Issue	Price
19095	Calendar, Desk base	Each	\$ 5.56
19100	Calendar, Desk Refill	Each	\$ 3.70
19110	Calendar, National School (July-June)	Each	\$ 9.59
11005	Card, Index 3x5 (100)	Each	\$ 1.39
19155	Clips, Butterfly Large (12/bx)	Box	\$ 2.09
19160	Clips, Butterfly Medium (50/bx)	Box	\$ 2.99
19167	Cleaner for Dry Erase Boards	Each	\$11.79
19151	Clips, Binder Large	Box	\$ 5.19
19150	Clips, Binders Small	Box	\$ 4.19
19180	Clips, Medium Gem (10 bxs/ct)	Count	\$ 3.99
19181	Clips, Large Gem (100/bx)	Box	\$ 0.67

**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	\$ 14.47
12045	Envelopes, # 10 KU w/ Widow (500/bx)	Box	\$ 14.46
12006	Envelopes, Interoffice Large (10x15)	Each	\$ 0.45
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

**D/E Continued**

Stock No.	Item Description	Unit of Issue	Price
12030*	Envelopes, Kraft 9 x 12	Each	\$ 0.11
12035*	Envelopes, Kraft 10 x 13	Each	\$ 0.11
19225	Eraser, Chalkboard	Each	\$ 3.69
19230	Eraser, Dry Erase	Each	\$ 3.89

**F/G**

Stock No.	Item Description	Unit of Issue	Price
13010	Folders, File Legal (100/bx)	Box	\$ 12.21
13005	Folders, File Letter (100/bx)	Box	\$ 13.76
13020	Folders, Hanging Legal (25/bx)	Box	\$ 19.75
13015	Folders, Hanging Letter (25/bx)	Box	\$ 16.59
19520	Folders, KU 2 Pocket (Portfolio)	Each	\$ 0.62

\*Must be approved by Assistant Director of Purchasing

**H/I/J/K/L**

Stock No.	Item Description	Unit of Issue	Price
19426	Labels, Laser (1 x 2 5/8)	Box	\$ 40.09
19460	Letter Opener	Each	\$ 1.89

**M/N/O**

Stock No.	Item Description	Unit of Issue	Price
19480	Markers, Broad Tip(Black)	Dozen	\$ 10.39
19497	Markers, Dry Erase Color Set(4 color set)	Set	\$ 14.29
19481	Markers, Dry Erase Black	Dozen	\$ 16.49
19479	Markers, Highlighters (Yellow)	Dozen	\$ 9.19

MATERIEL SERVICES STATIONERY CATALOG

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	\$ 1.59
14055	Pads, Telephone "While You Were Out"	Dozen	\$ 4.86
14010	Pads, White Ruled 5 x 8	Dozen	\$ 16.24
14022	Pads, White Ruled 8 1/2 x 11	Dozen	\$ 24.01
15065	Paper, Blue 8 1/2 x 11	Ream	\$ 3.92
15045	Paper, Canary 8 1/2 x 11	Ream	\$ 3.92
15060	Paper, Goldenrod 8 1/2 x 11	Ream	\$ 3.92
15050	Paper, Green 8 1/2 x 11	Ream	\$ 3.92
15055	Paper, Pink 8 1/2 x 11	Ream	\$ 3.92
15140	Paper, Computer Part 1(8 1/2 x 14 7/8)	Case	\$ 45.33
15080	Paper, Duplicating 8 1/2 x 11 white	Case	\$ 29.95
15081	Paper, Duplicating 8 1/2 x 14 white	Ream	\$ 4.29
15082	Paper, Duplicating 8 1/2 x 17 white	Ream	\$ 6.35
15015	Paper, Letterhead	Ream	\$ 46.66
15090	Paper Towels	Case	\$ 15.16
19510	Pencils #2	Dozen	\$ 1.72
19515	Pencils, Red	Dozen	\$ 5.65
16030	Pens, Felt Fine Point (Black)	Dozen	\$ 7.09
16035	Pens, Felt Fine Point (Blue)	Dozen	\$ 7.09
16020	Pens, Felt Fine Point (Red)	Dozen	\$ 7.09
16005	Pens, Fine Point (Black)	Dozen	\$ 2.69
16015	Pens, Fine Point (Blue)	Dozen	\$ 2.19
16010	Pens, Fine Point (Red)	Dozen	\$ 2.02
16016	Pens, Medium Point (Black)	Dozen	\$ 2.59
16017	Pens, Medium Point (Blue)	Dozen	\$ 2.79
16018	Pens, Retractable Medium (Black)	Dozen	\$ 7.79
16019	Pens, Retractable Medium (Blue)	Dozen	\$ 7.79
14028	Post it (1 1/2 x 2)	Dozen	\$ 3.02
14026	Post it (3 x 3)	Dozen	\$ 6.64
14023	Post it (3 x 5)	Dozen	\$ 9.61
19525	Protector Sheets	Each	\$ 0.57
19535	Punch, Desktop 3 Whole Punch	Each	\$ 4.79

MATERIEL SERVICES STATIONERY CATALOG

R

Stock No.	Item Description	Unit of Issue	Price
19545	Ruler 12"	Each	\$ 1.69
19550	Ruler 15"	Each	\$ 4.79

S

Stock No.	Item Description	Unit of Issue	Price
19560	Scissors #8	Each	\$ 5.29
19540	Staple Remover	Each	\$ 1.02
19595	Staplers, Standard	Each	\$ 13.69
19600	Staplers, Heavy Duty	Each	\$ 36.99
19570	Staples, Standard	Box	\$ 1.46
19590	Staples, Heavy Duty 1/2	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	\$ 10.19

T/U/V

Stock No.	Item Description	Unit of Issue	Price
19605	Tabs, Hanging Folders	Box	\$ 3.79
18040	Tape, 2" Packing	Each	\$ 2.85
18005	Tape, Adding 2 1/4	Each	\$ 0.91
19218	Tape, Desk Top Dispenser	Each	\$ 5.29
19220	Tape, Hand Held Dispenser	Each	\$ 2.69
18025	Tape, Scotch Clear	Each	\$ 1.91
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	\$ 1.29