

University Press In-Stock Forms

Name	Quantity Per Pkg	Price	Order Quantity
#10 Routing Envelopes	500/box	\$12.50	
Claim of Travel Expenses Padsper pad of 50	\$1.75	
COM Memorandum of Call PadsPer pad	\$0.60	
Disbursement Vouchers50 per pkg.	\$7.00	
Equipment Transfer Requesteach	\$0.30	
Equipment Justificationper pad	\$1.50	
Foreign Mail Transmittalsper pad	\$0.50	
General Campus Maps	100 per pkg.	\$3.00	
Incomplete Grade Reportper pad	\$4.00	
Late Drop Approval50 per pkg.	\$5.50	
Logo Name Tags	100 per pkg.	\$5.00	
LOGO Sheetsper sheet	\$2.50	
Mail Transmittals (U.S.)per pad	\$0.50	
Mailing labels (small)50 per pkg.	\$3.00	
Manilla Routing Envelopes (9 1/2 X 12 1/2)500 per box	\$29.00	
Memorandum Padseach	\$0.70	
Personnel Action Forms: Graduate Assistantshipper form	\$0.20	
Pride Foldover Cards (ETSU Logo, gold ink)each	\$0.35	
Matching Cream Envelopes for Pride Foldover Cardseach	\$0.05	
Travel Request Forms25 per pkg.	\$6.00	
Uncomp. Adjunct Faculty Appointmenteach	\$0.30	
University Press Requisitions50 per pkg.	\$7.00	
Unprinted certificateseach	\$0.50	
Presentation Folderseach	\$1.00	
Waiver Request for Course Prerequisiteseach	\$0.10	

Enter the desired number of each In-Stock form you need.
 Your total will be calculated for you.
 Print this page, and attach to a completed University Press requisition.
 Mail both forms to University Press, box #70633

TOTAL: