

TENNESSEE STATE UNIVERSITY
Copying and Duplicating Services

REQUEST FOR COPY CENTER SUPPLIES

SUPPLIES DELIVERY AND RECEIPT

Model: _____
Serial Number: _____
Key Operator: _____

Building: _____
Room: _____
Telephone: _____

No.	Item / Description	Qty Requested	Unit	Qty Received
1.	PAPER, 8-1/2 x 11"		CTN.	
2.	PAPER, 8-1/2 x 14"		CTN.	
3.	CARTRIDGE (Reorder No. _____)		EA.	
4.	TONER (Reorder No. _____)		EA.	
5.	STAPLER (Reorder No. _____)		EA.	

Date Requested:	
Requested By:	

Date Received:	
Received By:	

Date Delivered:	
Delivered By:	