Emergency Remote Work Office Supply Request Form

Date:	
Requested by:	Printed Name: _____ Signature: _____
Dept. Account Number	
Total Dollar Amount (If Known)	$
Account Manager Approval	_____ Date: _____
Montgomery College Sales Tax Exemption Certificate No.	30001235

Item #	Description	Qty	Unit Price (If known)	Business Purpose

Amended on 3/31/2020

Item #	Description	Qty	Unit Price (If known)	Business Purpose

ACCEPTABLE OFFICE SUPPLIES (Only those supplies that are necessary to perform core job responsibilities):

- **Writing utensils**
- **Notebook/pad**
- **Printer/copy paper**
- **Printer toner/ink**
- **General Purpose Calculator**
- **File folder**
- **Labels**
- **Highlighter**
- **Marker**
- **Scissors**
- **Paper clips**
- **Binder clips**
- **Stapler**
- **Tape dispenser**
- **Glue stick**
- **Rubber bands**
- **Hole punch**
- **Envelopes**
- **Sticky note**
- **Stationary**

NOTE: All ordered office supplies remain the property of the college, and must be returned to the institution upon suspension of emergency remote work

UN-AUTHORIZED SUPPLY ITEMS:

- **Toilet paper**
- **Paper towels**
- **Cleaning products**
- **Gloves**
- **Masks**
- **Hand sanitizer**