

Umpqua Community College Bookstore
COPY PAPER (8.5"X11") REQUEST FORM

Department: _____

Date: _____

Requested by: _____

Phone: _____

Deliver To _____

Will Pick Up: _____

# of Cases	Description	Additional Information
	White 8.5" x 11" copy paper	
# of Reams	Description	Additional Information
	White 8.5" x 11" copy paper	

NOTE:

- **Fill out this form and email to uccbookstore@umpqua.edu or send a copy via interoffice to the UCC Bookstore.**
- You may order by the case or ream.
- This form is for 8.5 x 11 white standard copy paper ONLY.
- If you need another size, a different color, weight, etc.. you will need to use the Requisition for Warehouse Supplies form.
- Paper orders are delivered once a week. Please be mindful of your current inventory as our staffing only allows for this. If you have run out you are always welcome to come to the store and pick up what you need to hold you over.

Please contact Micque in the Bookstore at x7779 or Micque.shoemaker@umpqua.edu if you have any questions.

Information Below is for Bookstore use only:

Date request received: _____

Date request filled: _____

Date request delivered: _____

Employee sign off: _____