

# OFFICE SUPPLY BUREAU REQUISITION

AS Materiel Division

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**E-Mail Completed Requisition To: [as.materielofficesupplybureau@nebraska.gov](mailto:as.materielofficesupplybureau@nebraska.gov)**

Please Contact OSB With Any Questions. Due to illegibility issues, faxed orders are no longer accepted. Thank you.

|                       |   |   |   |
|-----------------------|---|---|---|
| <b>Agency Name:</b>   | Name of requesting Agency                 | <b>Requisition Number (Do not use date of order):</b> | Agency assigned number for referencing status, shipping information, etc. |
| <b>Date:</b>          | Date of order placed                      | <b>Address Book Number:</b>                           | If unknown, contact your Accounting Department                            |
| <b>Business Unit:</b> | 8 digit number beginning with Agency code | <b>Contact Name &amp; Phone Number:</b>               | Name of person the order is to be delivered to and phone number           |

| Qty   | Price    | U/M | OSB Item# | Items may be Drop Shipped or filled from OSB Inventory   | Qty  | Price  | U/M | OSB Item# | Items may be Drop Shipped or filled from OSB Inventory | Qty  | Price                                      | U/M | OSB Item# | Items Drop Shipped Only  |
|---|----------|-----|-----------|--|--|--|-----|-----------|--|--|--|-----|-----------|--|
| <b>COPY PAPER, WHITE (DS or INV)</b>                    |          |     |           |  | <b>ENVELOPES, BROWN KRAFT, SELF-SEAL (DS or INV)</b> |  |     |           |  | <b>COPY PAPER, COLORED, 8 1/2 X 14, 20# (DS)</b> |  |     |           |  |
|   | \$ 3.05  | RM  | C-16      | Paper, Copy, 8 1/2 X 11, 20#   |  | \$ 51.95                                       | BX  | A-5       | Envelope, Brownkraft, 12 X 15 1/2                      |  | \$ 4.99                                    | RM  | DS-4      | Paper, 8 1/2 X 14, Blue  |
|   | \$ 16.38 | CTN | C-13      | Paper, Copy, Express Packs<br><i>(NOTE: Order Even Number of Units)</i>  |  | \$ 29.43                                       | BX  | A-3       | Envelope, Brownkraft, 9 1/2 X 12 1/2                   |  | \$ 4.99                                    | RM  | DS-5      | Paper, 8 1/2 X 14, Canary  |
|   | \$ 2.90  | RM  | C-17      | Value Copy Paper, 8 1/2 X 11, 20#  |  | \$ 29.18                                       | BX  | A-4       | Envelope, Brownkraft, 10 X 13                          |  | \$ 4.99                                    | RM  | DS-6      | Paper, 8 1/2 X 14, Green   |
|   | \$ 4.16  | RM  | C-14      | Paper, Copy, 8 1/2 X 14, 20#   |  | \$ 27.38                                       | BX  | A-2       | Envelope, Brownkraft, 9 X 12                           |  | \$ 4.99                                    | RM  | DS-7      | Paper, 8 1/2 X 14, Pink  |
|   | \$ 6.55  | RM  | C-15      | Paper, Copy, 11 X 17, 20#  |  | \$ 17.53                                       | BX  | A-1       | Envelope, Brownkraft, 6 X 9                            |  | <b>COPY PAPER, WHITE (DS)</b>              |     |           |  |
| <b>COVERSTOCK, 8 1/2 X 11, 65# (DS or INV)</b>          |          |     |           |  |  | \$49.20  | BX  | DS-18     | Envelope, Brownkraft 10 X 15                           |  | \$ 5.40                                    | RM  | DS-1      | Paper, #1 Bond, 8 1/2 X 11, 20#  |
|   | \$ 4.37  | RM  | C-12      | Paper, 8 1/2 X 11, White   |  | <b>ENVELOPES, WHITE, NO WINDOW (DS or INV)</b> |     |           |  |  | \$ 3.28                                    | RM  | DS-2      | Paper, Copy, 8 1/2 X 11, 20#, 3-Hole                                       |
| <b>COPY PAPER, COLORED, 8 1/2 X 11, 20# (DS or INV)</b> |          |     |           |  |  | \$ 6.77  | BX  | A-6       | Envelope, Regular, White #9                            |  | \$ 5.59                                    | RM  | DS-3      | Paper, LASER, 8 1/2 X 11, 24#, Recycled                                    |
|   | \$ 3.70  | RM  | C-1       | Paper, 8 1/2 X 11, Blue  |  | \$ 6.77  | BX  | A-7       | Envelope, Regular, White # 10                          |  | <b>COVERSTOCK, COLORED 8 1/2 X 11 (DS)</b> |     |           |  |
|   | \$ 3.70  | RM  | C-2       | Paper, 8 1/2 X 11, Buff  |  | <b>PAPERTOWELS (DS or INV)</b>                 |     |           |  |  | \$ 5.19                                    | RM  | DS-8      | Paper, 8 1/2 X 11, Blue,65#  |
|   | \$ 3.70  | RM  | C-3       | Paper, 8 1/2 X 11, Orchid  |  | \$ 0.92  | PKG | D-2       | Towel, Singlefold                                      |  | \$ 5.19                                    | RM  | DS-9      | Paper, 8 1/2 X 11, Canary,65#  |
|   | \$ 3.70  | RM  | C-4       | Paper, 8 1/2 X 11, Canary  |  | \$ 2.34  | BX  | D-1       | Towels, Wipers 1-ply                                   |  | \$ 5.19                                    | RM  | DS-12     | Paper, 8 1/2 X 11, Green,65#   |
|   | \$ 3.70  | RM  | C-5       | Paper, 8 1/2 X 11, Goldenrod   |  | <b>ENVELOPES, INTEROFFICE (INV)</b>            |     |           |  |  | \$ 5.19                                    | RM  | DS-13     | Paper, 8 1/2 X 11, Ivory,65#   |
|   | \$ 3.70  | RM  | C-6       | Paper, 8 1/2 X 11, Green   |  | \$ 0.25  | EA  | A-8       | Envelope, Interoffice, #11                             |  | \$ 4.68                                    | RM  | DS-10     | Paper, 8 1/2 X 11, Gold,67#  |
|   | \$ 3.70  | RM  | C-7       | Paper, 8 1/2 X 11, Pink  |  | \$ 0.30  | EA  | A-10      | Envelope, Interoffice, 10 X 13                         |  | \$ 4.68                                    | RM  | DS-11     | Paper, 8 1/2 X 11, Gray,67#  |
|   | \$ 3.70  | RM  | C-8       | Paper, 8 1/2 X 11, Salmon  |  | \$ 0.33  | EA  | A-11      | Envelope, Interoffice, 12 X 15 1/2                     |  | \$ 4.68                                    | RM  | DS-14     | Paper, 8 1/2 X 11, Orchid,67#  |
|   | \$ 3.70  | RM  | C-9       | Paper, 8 1/2 X 11, Cherry  |  | \$ 2.34  | PK  | A-9       | Interoffice Insert Cards                               |  | \$ 4.68                                    | RM  | DS-15     | Paper, 8 1/2 X 11, Pink,67#  |
|   | \$ 3.70  | RM  | C-10      | Paper, 8 1/2 X 11, Ivory   |  | <b>MISCELLANEOUS (INV)</b>                     |     |           |  |  | \$ 4.68                                    | RM  | DS-16     | Paper, 8 1/2 X 11, Peach,67#   |
|   | \$ 3.70  | RM  | C-11      | Paper, 8 1/2 X 11, Gray  |  | \$ 0.50  | PD  | B-8       | While You Were Out Message Pads                        |  | \$ 4.68                                    | RM  | DS-17     | Paper, 8 1/2 X 11, Tan,67#   |
| <b>BOXES &amp; LIDS (DS or INV)</b>                     |          |     |           |  |  | \$ 30.15                                       | BX  | B-6       | "Governor's Office" Letterhead                         |  |  |     |           |  |
|   | \$ 0.30  | EA  | B-1,3     | Box, File, Storage, Lid, 15 X 12 X 2   |  | \$ 10.48                                       | BX  | B-7       | "Governor's Office" Envelopes                          |  |  |     | DS        | * Drop Ship (Shipped Directly to Requested Delivery Address From Supplier) |
|   | \$ 0.86  | EA  | B-2,4     | Box, File, Storage, 15 X 12 X D3310  |  | \$ 0.84  | STP | B-5       | Lables Inventory Gold Foil (STP=20 EA)                 |  |  |     |           |  |
|   |          |     |           | <b>NOTE:</b> Box and Lid Orders Under \$300 Total Drop-Shipped Outside of Lincoln/Omaha Metro May Be Subject to Freight Charges. |  | \$ 2.00  | EA  | E-1,2,3   | Hand Sanitizer - 32 oz, pump                           |  |  |     | INV       | * Inventory (Order Filled From OSB Inventory)                              |

| DELIVER TO:    |                                      | BILL TO:       |                                      | FOR OSB USE ONLY      |  |
|----------------|--------------------------------------|----------------|--------------------------------------|-----------------------|--|
| Building:      | <b>Building Name</b>                 | Building:      | <b>Building Name</b>                 | PO # / Vendor Name:   |  |
| Floor:         | <b>Floor Number</b>                  | Floor:         | <b>Floor Number</b>                  | Order Filled By:      |  |
| Street / City: | <b>Full Street Address and City</b>  | Street / City: | <b>Full Street Address and City</b>  | Date Order Filled:    |  |
| Room / Suite:  | <b>Room or Suite Number</b>          | Room / Suite:  | <b>Room or Suite Number</b>          | Date Billing Entered: |  |
| Comments:      | <b>Special Delivery Instructions</b> | Comments:      | <b>Special Delivery Instructions</b> | Document # / Batch:   |  |
|                |                                      |                |                                      | Requisition #:        |  |