



Cerritos College

WAREHOUSE STOCK ORDER FORM

Requested by: _____ Date: _____

Division/Department: _____ Extension: _____

Delivery Location: _____

**Stock order is to be transmitted via email to both Miguel and Rick.
Please do not call in, interoffice or submit request through Escape.**

Stock Item No.	Description	Unit	Quantity
013	Envelopes, Letterhead, No. 10	Box	
026	Paper, Letterhead, 8-1/2" x 11"	Ream	
052	Storage File Box	Ea	
101	Xerographic Paper, 8-1/2" x 11"	Case	

Received By: _____ Date: _____