



# Copy Machine Supply Order Form

**Machine Serial Number**

**Model Number**

**Department**

**Date**

**Name of Requestor**

**E-mail**

**Toner**

Black

Waste Toner

Cyan

Magenta

Yellow

**Staples**

Yes

No

**Paper**

8 1/2" x 11" Letter Size

# of Ream(s)

# of Case(s)

8 1/2" x 14" Legal Size

# of Ream(s)

# of Case(s)

11" x 17" Ledger Size

# of Ream(s)

# of Case(s)

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for desktop or network  
printers. Please order paper for  
desktop printers from Office  
Depot.

FOR OFFICE USE ONLY

Received By: \_\_\_\_\_

Date Received: \_\_\_\_\_

Please email completed form: [central.receiving@uncp.edu](mailto:central.receiving@uncp.edu)