

 NEW YORK STATE	Corrections and Community Supervision DIRECTIVE		TITLE Requisition of Supplies and Forms (Central Office)		NO. 2901
					DATE 08/21/2020
SUPERSEDES DIR# 2901 Dtd. 09/12/18		DISTRIBUTION A	PAGES PAGE 1 OF 1		DATE LAST REVISED
REFERENCES (Include but are not limited to) Directive #2916, "Purchasing Supplies and Equipment"		APPROVING AUTHORITY 			

- I. **DESCRIPTION:** This procedure is designed to guide Central Office personnel in the requisition of supplies and forms stocked in the Central Quartermaster area using Form #2901A, "DOCCS Office Supply Order Form."
 NOTE: If items are not listed on the order form, then procurement is necessary (see Directive #2916, "Purchasing Supplies and Equipment").
- II. **SCHEDULE FOR DELIVERIES:** Deliveries of available supplies and forms to all Central Office locations are scheduled by the Central Office Quartermaster.
- III. **PLACING REQUISITIONS:** The originator (person designated by the Unit Head to maintain supplies and forms for the unit) determines the needs of the unit and then, if necessary, prepares a "Standard Supply Room Order Form."
 The completed form is then sent to the originating Unit Head for approval and signature. Approved forms are then sent to the Central Office Quartermaster Unit for processing.
- IV. **FILLING COMPLETED REQUISITIONS:** Central Office Quartermaster Unit staff receive completed order forms, pull the requested supplies and forms, recheck quantities when the pull is complete, and pack the completed issue for delivery to the ordering unit.
- V. **RECEIVING SUPPLIES/FILLING STANDARD SUPPLY ORDER FORM COPIES:** Two copies of the "Standard Supply Room Order Form" are sent back to the originator with the order. The originator should check the order against the "Standard Supply Room Order Form." Out-of-stock items will be noted on the form and must be re-ordered by the originating location (if still determined to be necessary). One copy of the completed order form is to be signed and returned to the Central Office Quartermaster and the second copy is to be retained by the originating location.
 The originating location should send all **reusable** delivery boxes to the Central Office mailroom for re-use.
 The "Standard Supply Room Order Form" is available from Support Operations at SupportOps@doccs.ny.gov.

Form #2901A (8/20)				DOCCS OFFICE SUPPLY ORDER FORM				
(THIS FORM IS FOR CENTRAL OFFICE USE ONLY)								
DIVISION:				DATE:				
LOCATION:				ROOM #				
REQUESTOR:				APPROVED BY:				
RECEIVED BY:				DATE:				
SIGNATURE								
PROCESSED BY:				DATE:		REQ#:		
CODE	AMT REQ	DESCRIPTION	UNIT		CODE	AMT REQ	DESCRIPTION	UNIT
0001		BATTERY AA	4/BOX		1330		FINGER SHIELD # 11	EA
0002		BATTERY 9 VOLT	EA		1340		FINGER SHIELD # 11 1/2	EA
0003		BATTERY AAA	4/BOX		1350		FINGER SHIELD # 12	EA
0004		LETTER OPENER	EA		1360		FINGER SHIELD # 13	EA
0006		SCISSORS 8"	EA					
					1370		FOLDER FILE LTR 1/3 TAB ASST.	100/BOX
1000		BINDER 3 RING 1"	EA		1380		FOLDER FILE LGL 1/3 TAB ASST.	100/BOX
1010		BINDER 3 RING 2"	EA		1390		FOLDER PENDAFLEX LETTER	20/BOX
1020		BINDER 3 RING 3"	EA		1400		FOLDER PENDAFLEX LEGAL	20/BOX
					1410		PENDAFLEX TABS CLEAR SLIP IN	25/PKG
1030		BINDER CLIPS ¾"	DZ					
1040		BINDER CLIPS 1 ¼ "	DZ		1420		INDEX DIVIDER 8 ½ X 11 CLEAR	PKG
1050		BINDER CLIPS 2"	DZ		1430		INDEX DIVIDER 8 ½ X 11 COLOR	PKG
1060		BOX FILES WITH COVERS	25 PK		1450		LABELS FILE FLDR SELF ADHESIVE	BOX
					1460		LABELS LASER (AVE- 5162)	BOX
1070		CARDS INDEX 3X5 RULED WHITE	100PK		1470		LABELS LASER (AVE-5163)	BOX
1080		CARDS INDEX 4X6 RULED WHITE	100PK					
1090		CARDS INDEX 5X8 RULED WHITE	100PK		1600		MARKER WIDE FELT TIP BLACK	EA
					1610		MARKER WIDE FELT TIP BLUE	EA
1100		CARDS ROLODEX 2 ¼ X 4	100PKG		1620		MARKER WIDE FELT TIP RED	EA
1110		CARDS ROLODEX 3X5	100PKG		1630		MARKER HIGHLIGHT YELLOW	EA
					1640		NOTEBOOK STENO 6X9	12 PKG
1120		CASSETTE TAPE STAND 60 MIN.	EA					
					1650		PAD SCRATCH WHITE 3X5	24 PKG
1140		CLAMP PAPER WIRE #1	12/BOX		1660		PAD WHITE 5 ½ X 8 1/2	12 PKG
1150		CLAMP PAPER WIRE # 2	50/BOX		1670		PAD LINED WHITE 8 ½ X 11	12 PKG
1160		CORRECTION FLUID WATER BASED	BTL		1680		PAD LINED WHITE 8 ½ X 14	12 PKG
1170		CORRECTION TAPE	EA					
					1690		PAPER XEROX WHITE 8 ½ X 11	REAM
1190		DRAWER FRAME LTR. PENDAFLEX	EA		1700		PAPER XEROX WHITE 8 ½ X 14	REAM
1200		DRAWER FRAME LEG. PENDAFLEX	EA		1701		PAPER XEROX WHITE (3 HOLE)	REAM
					1710		PAPER CLIP 1 ¼"	100/BOX
1210		ENVELOPE WHITE #10	500/BOX		1720		PAPER CLIP 2"	100/BOX
1220		ENVELOPE WHITE #10 WINDOW	500/BOX					
1230		ENVELOPE BLUE INTER-AGENCY	500/BOX		1730		PEN BALLPOINT FINE BLUE	12/BOX
					1740		PEN BALLPOINT MED BLUE	12/BOX
1240		ENVELOPE MANILA S/S 7X10	50 EA		1750		PEN BALLPOINT MED BLACK	12/BOX
1250		ENVELOPE MANILA S/S 9X12	50 EA		1760		PEN BALLPOINT FINE BLACK	12/BOX
1260		ENVELOPE MANILA S/S 10 X 13	50 EA		1770		PEN BALLPOINT MED RED	12/BOX
1270		ENVELOPE MANILA 12 X 15	50 EA					
					1780		PEN FELT TIP BLUE	12/BOX
1320		FAX POST- IT TRANSMITTAL MEMO	12 PKG		1790		PEN FELT TIP BLACK	12/BOX
					1800		PEN FELT TIP RED	12/BOX
CODE	AMT REQ	DESCRIPTION	UNIT		CODE	AMT REQ	DESCRIPTION	UNIT

CODE	AMT REQ	DESCRIPTION	UNIT		CODE	AMT REQ	DESCRIPTION	UNIT
1810		PENCIL #2	12/BOX		4000		OFFICE MEMO TO/FROM (1002)	EA/PAD
1830		PENCIL SHARPENER	EA		4010		WHILE YOU WERE OUT (1007)	EA/PAD
					4020		TIME OFF REQUEST (1031)	PKG
1840		PORTFOLIO 2 POCKET DARK BLUE	10/BOX		4030		REQUISITION REQUEST (1622)	20 PKG
					4040		RETURN ADDRESS LABEL (DC031)	PKG
1850		POST IT NOTES YELLOW 1 ½ X 2	12 PKG		4050		XEROX COPY REQUEST (DC057)	EA/PAD
1860		POST IT NOTES YELLOE 3 X 3	12 PKG		4070		TOPS PHONE MESSAGE	BOOK
							FORMS	
1870		PUNCH 2 HOLE	EA		4080		OFFICIAL EQUIP ISSUE & RETURN (1032)	PKG
1880		PUNCH 3 HOLE (ADJUSTABLE)	EA		4090		TRANSCRIPT COST BILL (2004 CS)	PKG
					4110		REVOC DEC NOTICE BOOK (3008F)	PKG
1900		REPORT COVERS 8 ½ X 11 DARK BLUE	25/BOX		4120		CERT OF RELEASE TO PAR SUPV (3010)	PKG
					4130		CERT TO POST RELEASE (3010 PRS CS)	PKG
1990		RUBBER BANDS # 18	BOX		4140		NOTICE OF PAROLE BOARD APP (3020c)	PKG
2000		RUBBER BANDS # 33	BOX		4150		APP FOR COND RELEASE (3041 CS)	PKG
2010		RUBBER BANDS # 64	BOX		4160		VIOLATION OF REL REPORT (40032 ACS)	PKG
					4170		WARRANT BOOK (4054)	PKG
2020		RULER 12" CLEAR FLEX	EA		4180		ON SITE ALCOHOL & DRUG (4169A)	PKG
2030		RULER 12" WOOD	EA		4190		NOTICE OF VIOLATION (9011 CS)	PKG
					4200		RESULTS OF PAR REVOC HEARING (901)	PKG
					4210		DELINQUENT TIME ASSESS (9021)	PKG
					4220		NOTICE OF DUTIES AS A SEX OFFENDER (3012CS)	PKG
2060		SHEET PROTECTORS 8 ½ X 11	25/BOX					
2070		STAMP PAD # 2 BLACK	EA					
2080		STAMP PAD INK BLACK	BTL					
2090		STAMP PAD # 2 BLUE	EA				FAX CARTRIDGES	
2100		STAMP PAD INK BLUE	BTL		8010		CANON FX- 3	EA
2110		STAMP PAD # 2 RED	EA		8020		OKIDATE B4545 (OKI-52116101)	EA
2120		STAMP PAD INK RED	BTL		8030		OKIDATA 5650 (OKI- 521206701)	EA
					8040		OKIDATA MB470 (OKI-43979101)	EA
2130		STAPLER DESK	EA		8050		OKIDATA MB471 (OKI-44574901)	EA
2140		STAPLES #210	BOX		8060		BROTHER TN460	EA
2150		STAPLES #31 ½ H.D.	BOX		8070		BROTHER TN5000PF	EA
2160		STAPLE REMOVER	EA					
2170		SURGE PROTECTOR	EA				PRINTER CARTRIDGES-BLACK	
					9942		HP 4250/4350 (HEW-Q5942X)	EA
2180		TAPE ADD MACHINE (CAL)	ROLL		9338		HP 4200 (HEW-Q 1338A)	EA
2185		TAPE MASKING 1"	ROLL		9390		HP M602 (CE390X)	EA
2190		TAPE MASKING 2"	ROLL		9712		XEROX 4510 (113R00712)	EA
2195		TAPE CLEAR PACKAGING 2"	ROLL		9727		XEROX 8560 (108R00727)	EA
2200		TAPE TRANSPARENT ½"	ROLL					
2210		TAPE DISPENSER FOR ½" TAPE	EA					
2220		THUMB TACKS	BOX					
2320		WASTE BASKET - GREY	EA					
2321		WASTE BASKET -BLACK	EA					
		PLEASE RETURN THE SIGNED FORM TO SUPPORT OPERATIONS						Revised 8/2020