



CNU Warehouse Catalog

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Introduction

This catalog has been prepared and distributed as an aid for ordering support inventory through the Christopher Newport University Warehouse. For your convenience we have included all classes of stock items in one catalog. Revisions regarding addition of new items as well as deletion of items no longer available will be mailed directly to departments in order to update their copy of the catalog. Please advise the Warehouse concerning any suggested changes to the catalog such as unit of issue, revised description or addition or deletion of items by calling extension 7255.

Authorization

In order to receive supplies, departments must submit a completed Warehouse Authorization Form to CNU WAREHOUSE. This form is shown below and can also be downloaded from the Warehouse website at: <http://procurement.cnu.edu/order.html>

The form designates the department's personnel who are authorized to request supplies. Fill out all sections: the Department Name, Department Account, Signature of the Department Chairman or Appropriate Vice-President, Printed or Typed Full Name of the Authorized Person(s), and Signature of the Authorized Person(s).

	CENTRAL WAREHOUSE
<u>REQUISITION AUTHORIZATION FORM</u>	
Please fill out this form to designate your department's personnel authorized to request supplies. Send the original form with signatures, not a copy , to the Central Warehouse.	
The following department members are authorized to requisition supplies or equipment from the CNU Central Warehouse. I understand that any item requested and received by the undersigned will be charged against my department or program budget.	
DATE: _____	
(1) Department _____	
(2) Account Code _____	
(3) Department Chairman Signature _____	
(4 & 5) NAMES / SIGNATURES OF AUTHORIZED PERSONNEL	
_____	_____
_____	_____
_____	_____
_____	_____

Requisitioning

A completed CNU Warehouse Requisition Form must be submitted to warehouse in order to receive supplies from Warehouse. Requisitions will be returned to the originator for clarification and/or completion for the following reasons:

- Illegible or incorrect stock number, quantity or unit of issue.
- Signature card not on file for person signing requisition.
- Account to be charged not indicated and/or form incomplete.

It is the responsibility of the ordering department to ensure that requisitions are received through campus mail early enough to allow time for processing and delivery.

All in stock items will be delivered to your department within two working days following warehouse requisition receipt. If supplies are needed immediately you may take your requisition directly to Warehouse and pick up the items at that time. When items are delivered to the requesting department, they will be checked in for acceptance by requestor department staff. Signature in the "Received" portion of the requisition indicates that all items have been received except those not in stock.

Departments will be billed for their supplies monthly.

Return Policy

Returns and Exchanges:

If upon receipt of item(s) from Warehouse you discover that the item(s) are incorrect or not what you wanted/ordered, contact Warehouse immediately, so that your item(s) may be exchanged or returned. A copy of the requisition must accompany all exchanges and/or returns. No exchanges or returns will be given for item(s) after 7 days of delivery.

Credit for Returns:

Credit will not be given for merchandise returned for:

- replacement by vendor
- warranty replacement by vendor

or without:

- prior approval from the Warehouse Manager.
- copy of the requisition
- memo explaining the problem with the item(s)

Instructions for completing a requisition form:

- (1) Requesting department
- (2) Department Account Code Number
- (3) Building/room number for delivery location
- (4) Date of request
- (5) Description of item to include type, size and color
- (6) Catalog number AND/OR brief description of item
- (7) Quantity requested - the number of units or sets needed
- (8) Unit of item ie: each, box, dozen
- (9) DO NOT WRITE IN THIS AREA. FOR WAREHOUSE USE ONLY - CNU Warehouse will complete.
- (10) DO NOT WRITE IN THIS AREA. FOR WAREHOUSE STAFF USE ONLY
The CNU Warehouse will complete. The unit cost given in the catalog may fluctuate due to contract changes/renewals. The exact amount charged to the departments' account will be referenced on the canary copy (department copy of requisition) that the Warehouse returns to the department after the entire transaction has been completed.
- (11) DO NOT WRITE IN THIS AREA. FOR WAREHOUSE USE ONLY - The Warehouse will fill in the totals for each line item.
- (12) DO NOT WRITE IN THIS AREA. FOR WAREHOUSE USE ONLY - The Warehouse will fill in the total amount for the entire order.
- (13) Authorized person's signature (must have name on file at Warehouse)
- (14) Authorized person's extension number
- (15) Signature of person receiving the goods
- (16) Delivered date - should be filled in by Warehouse
- (17) Form instructions

MAIL AND STATIONERY SUPPLIES

3010	ENVELOPES, CNU, #10, REGULAR, 500/BX	BX	11.76
3011	ENVELOPES, CNU, #10, WINDOW, 500/BX	BX	13.43
7039	PAPER, 8.5X11, XEROGRAPHIC, LETTERHEAD	RM	6.98
7039A	PAPER, 8.5X11, XEROGRAPHIC, LETTERHEAD PAGE 2	RM	4.13

WRITING SUPPLIES VIB

8001	CHALK, COLORED	BX	.48
8010	MARKER, "HIGHLIGHTER", ASST, 5 COLORS/PKG	PKG	5.50
8011	MARKER, "HIGHLIGHTER", BROAD TIP, PINK	EA	.52
8012	MARKER, "HIGHLIGHTER", BROAD TIP, YELLOW	EA	.55
8020	MARKER, PERMANENT BLACK. BROAD TIP	EA	.33
8021	SHARPIE, FINE POINT, BLACK NEW	EA	.80
8032	PEN, ROLLERBALL, BLACK, EX. FINE POINT	DOZ	7.75
8033	GEL RETRACTABLE, MEDIUM POINT, BLACK	DOZ	13.35
8034	GEL RETRACTABLE, MEDIUM POINT, BLUE	DOZ	13.35
8035	GEL RETRACTABLE, MEDIUM POINT, RED	DOZ	13.25
8040	PEN, SOFT TOUCH, BLACK, FINE POINT	DOZ	8.55
8041	PEN, SOFT TOUCH, BLACK, MED POINT	DOZ	8.55
8042	PEN, SOFT TOUCH, BLUE, FINE POINT	DOZ	8.25
8043	PEN, SOFT TOUCH, BLUE, MED POINT	DOZ	8.55
8044	PEN, SOFT TOUCH, RED, FINE POINT	DOZ	7.95
8045	PEN, SOFT TOUCH, RED, MED POINT	DOZ	8.55
8050	PEN, SUPERSTICK, BLACK, FINE POINT	DOZ	2.15
8051	PEN, SUPERSTICK, BLUE, FINE POINT	DOZ	2.15
8060	PEN, TWISTCAP, BLACK, MED POINT	DOZ	3.95
8061	PEN, TWISTCAP, BLUE, MED POINT	DOZ	3.95
8062	PEN, TWISTCAP, RED, MED POINT	DOZ	3.95
8072	PENCIL, WOOD, #2, 12/BX	BX	1.10
8100	MARKER, DRY ERASE, ASST, 4 COLOR	PKG	4.60

VDC ITEMS

DINING SERVICE SUPPLIES

920084	FILM PLASTIC 12" X 2000'	RL	11.83
920085	FILM PLASTIC 18" X 2000'	RL	15.74
920086	ALUMINUM FOIL 18" X 2000'	RL	45.02
920088	ALUMINUM FOIL 12" X 2000'	RL	25.50
920355	HAIRNET, CELLUCAP	CS	20.23
920357	PAPER HATS, ADJUSTABLE	CS	20.23
920360	GLOVES PLASTIC DISPOSABLE	CS	4.33
920386	FOAM TRAYS 3 COMP. WHITE	CS	18.71
920453	PLATES 6"	CS	29.19
920455	PLATES 9"	CS	22.13
920512	STRAWS	CS	38.35
920568	RACK COVERS FOR BUNS	CS	14.77
930062	HAND SOAP	CS	18.69
930428	SCOURING PADS	CS	13.73
930430	GRIDDLE SCREENS	CS	95.49
930446	RINSE DRYING AGENT, SOLID	CS	147.59
930449	DISH DETERGENT MACHINE	CS	59.75
930455	DISH DETERGENT HEAVY DUTY	CS	93.89
930463	DELIMING AGENT, LIQUID	CS	34.56
930483	OVEN CLEANER AEROSOL	CS	29.12
945042	FORKS, DINNER	DZ	2.14
945047	TEASPOONS	DZ	1.07
945056	SPOONS SOUP	DZ	2.07

FACILITY SUPPLIES

920010	PAPER TOWELS MULTIFOLD WHITE	CS	23.15
920013	PAPER TOWELS SINGLE FOLD	CS	17.13
920021	PAPER TOWEL 233-04 MULTI FOLD	CS	16.66
920029	TOWELS NATURAL ROLL	CS	21.19
920030	TOILET TISSUE 2 PLY	CS	34.66
920039	TOILET TISSUE LARGE 6 ROLL PER CS	CS	26.77
920104	PAPER NAPKINS	CS	31.31
920420	POWDER FREE EXAM GLOVES MEDIUM	CS	67.26
920422	POWDER FREE EXAM GLOVES LARGE	CS	67.26
920532	LINERS, LIGHT DUTY 24"X32"BLACK	CS	14.94
920544	LINERS, MEDIUM 33" X 39" BLACK	CS	16.20
920558	LINERS, HD 40"X48" BLACK	CS	39.21
920588	LINERS, HD 24"X24" CLEAR	CS	21.17
920590	LINERS, HD 24"X24" BLACK	CS	18.15
920592	LINERS HD 40"X46" BLACK	CS	15.25
920594	LINERS HD 40"X48" CLEAR	CS	16.77
920595	LINERS HD 36"X60" BLACK	CS	17.98
930017	BLEACH, HOUSEHOLD	CS	9.09
930021	CLEANER, PINE	CS	35.40
930108	SHAMPOO EXTRACTION EDGE	CS	26.90
930127	PERFECTION SEALER FINISH	PAIL	50.03
930135	RENU SPRAY BUFF LIQUID	CS	28.08
930151	MOP HANDLE	EA	7.28
930168	MOP HEAD 24 OZ	EA	7.82
930183	17" RED BUFFING PADS	CS	9.03

930186	20" RED BUFFING PADS	NEW ITEM	CS	10.73
930189	17" GREEN SCRUBBING PADS		CS	9.03
930190	19" GREEN SCRUBBING PADS	NEW ITEM	CS	9.78
930192	20" GREEN SCRUBBING PADS	NEW ITEM	CS	10.73
930195	17" STRIPPING PADS		CS	8.11
930196	19" BLACK STRIPPING PADS	NEW ITEM	CS	10.56
930198	20" BLACK STRIPPING PADS	NEW ITEM	CS	10.73
930201	20" CHAMPAGNE BURINISH PADS		CS	10.74
930204	19" BEIGE BURNISHING PADS		CS	10.44
930211	BAR BONES 1058 STRIPPER		CS	39.08
930214	HORIZONS, LIQUID CLEANER		CS	26.67
930221	SUPER PURGE 1056 STRIPPER		CS	30.44
930231	UNSEEL UNDERCOAT		PAIL	42.01
930236	WAX STRIPPER		CS	38.83
930242	DUST PAN LOBBY TYPE		EA	7.48
930251	BROOM		EA	7.57
930310	TOILET BOWL BRUSH	12/CS NEW ITEM	CS	12.08
930312	TOILET BOWL MOPS SOFT	12/BAG NEW ITEM	DOZ	5.37
930333	CLEANER CREAM EASY DAB		CS	21.83
930337	GLASS CLEANER FOAM	12/20OZ	CS	21.95
930341	DRAIN OPENER		CS	21.06
930346	GLASS CLEANER, NON AEROSOL,	4/1 GALLON/CS	CS	34.16
930349	LYSOL, DISENFECTANT FOAM CLEANER		CS	35.23
930360	URINAL SCREENS		CS	16.46
930383	WHIZ SUPER VA POWDER		PAIL	37.11
930511	BOTTLES PLASTIC QT SIZE	24/CS	CS	13.31

930516	TRIGGER SPRAYER 48/CS	CS	40.06
930662	SANITIZER AVANT INSTANT WATERLESS GEL 60% ALCOHOL BASED 8/1000 ML REFILL FOR USE IN DISPENSER 930664	CS	41.24
930664	DISPENSER FOR ITEM 930662, WALL MOUNT	EA	FREE
930666	SANITIZER, AVANT INSTANT WATERLESS GEL 60% ALCOHOL BASED, 16.9 OZ BOTTLE	EA	3.37
941034	BAR TOWELS	DOZ	2.75