



Maryanne Vigneaux/Lib
09/29/2003 12:08 PM

To Maryanne Vigneaux/Lib@SUNYSB
cc
bcc F.Jason Torre/Lib
Subject Library Bulletin, September 29, 2003, Number 1388

ORDER 2004 CALENDARS:

Please inform your department heads of your calendar requests . The DEPARTMENT HEAD is to return this by October 10 with all requests. It should be returned by e-mail to Thomas Koshy (ThayilKoshy@sunysb.edu).

Item No.	Description	Quantity	Required
1.	Day Minder Weekly Planner	3' 1/2" x 6 3/16"	Blk
2.	Day Minder weekly Appointment4	8/7" * 8"	Blk
3.	Monthly Classic Planner	9" x 11"	Blk
4.	Daily Desk Calendar - Refill	3 1/2" x 6 "	
5.	Monthly Desk Pads	22" x 17"	
6.	Today Is Wall Calendars	6" x 6"	
7.			
8.			

(use lines 7 and 8 if item is not listed above)

Also, don't forget that department heads /supervisors should be signing the form for supply requests . Here is a copy for your convenience .



Staples Order Form.>
Thank you,
Thomas