



Administrative Manual PROCEDURE

SECTION

Central Services

SUBJECT

ORDERING STATIONERY

To order stationery, follow the detailed instructions below.

Petty cash funds [AM-401-1] or DIRECT PAYMENT ORDERS (28-1428-5035) [AM-303-1] may not be used to obtain stationery; such methods of payment will not be honored.

PAPER

Letterhead, Memo, Continuation, & Copy Sheets

TYPE OF SHEETS	SIZE	COLOR	WHAT TO SUBMIT	CATALOG NUMBERS	ORDER UNIT	NO. OF SHEETS PER UNIT
Letterhead	8 1/2" x 11"	White	P.R. *	Prepare P.R. * in accordance with standards cited in AM-508-1.	-	-
Standard Memo	8 1/2" x 11"	White	H.R. **	28-1418-5007	Pkg	500
Standard Memo for Laser Printers	8 1/2" x 11"	White	H.R. **	28-1418-5017	Pkg	250
Transmittal Memo	4 1/4" x 7 3/8"	White	H.R. **	28-1418-5008	Pkg	50 per pad; 10 pads per pkg.
Continuation Sheets for:						
Letterheads	8 1/2" x 11"	White	H.R. **	23-6816-0811	Pkg	500
Memos	8 1/2" x 11"	White	H.R. **	23-6820-0811	Pkg	500
Copy { Tissue Onionskin etc.	8 1/2" x 11"	White	H.R. **	23-6890-0811	Pkg	500
	8 1/2" x 14"	White	H.R. **	23-6890-0814	Pkg	500

* P.R. -- PURCHASE REQUISITION (28-1448-5123) (AM-301-1-1).

** H.R. -- WAREHOUSE REQUISITION (28-1458-5129) (AM-302-1-1).

Specify Warehouse Division (Storeroom) 02.

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BLANK PAPER FOR GENERAL TYPING USE

Prepare a WAREHOUSE REQUISITION (28-1458-5129) {AM-302-1-1} specifying Warehouse Division (Storeroom) 02, and citing the appropriate information from the chart below.

COLOR	SIZE	CATALOG NUMBERS — GENERAL TYPING USE		ORDER UNIT	NO. OF SHEETS PER UNIT
		ORIGINALS	COPIES		
White	8 1/2" x 11"	23-6820-0811	23-6890-0811	Pkg	500
	8 1/2" x 14"	23-6820-0814	23-6890-0814	Pkg	500

BLANK PAPER FOR REPRODUCTION/DUPLICATION

Prepare a WAREHOUSE REQUISITION (28-1458-5129) {AM-302-1-1} specifying Warehouse Division (Storeroom) 02, and citing the appropriate information from the chart below.

COLOR	SIZE	CATALOG NUMBERS — REPRODUCTION/DUPLICATION USE				ORDER UNIT	NO. OF SHEETS PER UNIT
		SPRIT/DITTO	MINI/STENCIL/COPYSTER	INDEX	OFFSET/MULTIPLY/LETTERHEAD		
White	8 1/2" x 11"	23-6873-0811	23-6870-0811	23-6820-0811	•	Pkg	500
	8 1/2" x 14"	-	23-6870-0814	23-6820-0814	•	Pkg	500
Canary	8 1/2" x 11"	-	23-6870-3811	23-6820-3811	•	Pkg	500
Pink	8 1/2" x 11"	-	23-6870-0811	23-6820-0811	•	Pkg	500
Goldbeard	8 1/2" x 11"	-	23-6870-3811	-	•	Pkg	500
Green	8 1/2" x 11"	-	23-6870-0811	-	•	Pkg	500
Blue	8 1/2" x 11"	-	23-6870-1811	23-6870-1811	•	Pkg	500

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ENVELOPES**CITY OF BALTIMORE LOGO ENVELOPES**

Prepare a WAREHOUSE REQUISITION (28-1458-5129) {AM-302-1-1} specifying Warehouse Division (Storeroom) 02, and citing the appropriate information from the chart below.

SIZE	STYLE	TYPE OF PAPER	CATALOG NO.	ORDER UNIT	NO. OF ENVELOPES PER UNIT
2 7/8" x 5 1/4"	Gummed flap on 2 7/8" dimension.	Brown kraft	23-3489-3515	Box	500
3 7/8" x 8 7/8"	Gummed flap on 8 7/8" dimension; address window.	White	23-3489-5408	Box	500
4 1/8" x 9 1/2"	Gummed flap on 9 1/2" dimension.	White	23-3489-5312	Box	500
	Gummed flap on 9 1/2" dimension; address window.	White	23-3489-5412	Box	500
5" x 11 1/2"	Gummed flap on 11 1/2" dimension.	White	23-3489-8971	Box	500
7" x 10"	Gummed flap on 7" dimension.	Brown kraft	23-3489-1221	Box	500
10" x 13"	Gummed flap on 10" dimension.	Brown kraft	23-3489-1030	Box	500
10" x 15"	Gummed flap on 15" dimension.	Brown kraft	23-3489-9030	Each	1

SPECIAL LOGO ENVELOPES

Prepare a PURCHASE REQUISITION (28-1448-5123) {AM-301-1-1} in accordance with the envelope standards described in AM-508-1.

INTERDEPARTMENTAL ENVELOPES

All surplus used envelopes are stored at the Municipal Post Office, and are issued to requesting agencies at no charge.

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To obtain these free envelopes, telephone the Municipal Post Office. If the Municipal Post Office cannot fill the order, new envelopes may be purchased by preparing a WAREHOUSE REQUISITION (28-1458-5129) {AM-302-1-1} specifying Warehouse Division (Storerroom) 02, and citing the appropriate information from the envelope chart below.

Agencies which have surplus envelopes should bundle the envelopes neatly and return them to the Municipal Post Office for re-issue.

SIZE	STYLE	TYPE OF PAPER	CATALOG NO.	ORDER UNIT	NO. OF ENVELOPES PER UNIT
5" x 11 1/2"	"Tuck-In" flap on 5" dimension; multiple addressee spaces.	Brown kraft	23-3489-7512	Box	500
10" x 15"	Button & String closure; flap on 15" dimension; multiple addressee spaces.	Brown kraft	23-3489-7560	Each	1