

In House Supply Order Form



Date

Org/Index #

Ordered by

Deliver to If different

Name	<input type="text"/>
Department	<input type="text"/>
Location	<input type="text"/>
Extension	<input type="text"/>

Name	<input type="text"/>
Department	<input type="text"/>
Location	<input type="text"/>
Extension	<input type="text"/>

Description	Quantity	Unit price	Amount
Total			

Authorized Signature **Date**

Available In-House Supplies	Cost
Envelopes:	
#10 Regular, NECC Return Address	12.20/bx
#10 Window, NECC Return Address	14.10/bx
Paper/Notebooks	
Blue Books, Exam, 12 pg. (50/pk)	11.47/pk
Class Record Books	5.35/ea
Copy Paper– 8.5 x 11	54.50/case
Copy Paper – 8.5 x 14 (Legal)	7.15/rm, 71.49/case
Stationary, 8.5 x 11, NECC Letterhead (500 sheets/rm)	24.23/rm
Water	
5 Gallon (For use with Water Bubbler)	Request through Facilities Ticket System
Dasani 16.9oz Water Case (limited stock), Preferred method for beverage purchases available on the procurement webpage .	n/c
Toner – See next page	

Commonly Used Toner Cartridges

Prices effective Sept 2024

Printer	Cartridge ID #	Price
HP M521dn, P3015d, P3015x, P3015dn, P3015n	CE255X (high yield)	\$61.50
HP M604n, M604dn	CF281A	\$74.95
HP M601n, M601dn, M602	CE390A	\$73.25
HP LJ M401 or M425	CF280X (high yield)	\$54.95
HP LJ M402dw, LJ426FDN, M402N	CF226X (high yield)	\$95.40
HP LJ 1536dnf MFP	CE278A	\$35.00
HP LaserJet 400 color M451dn or M475dn - Black	CE410X (high yield)	\$42.15
HP LaserJet 400 color M451dn or M475dn - Cyan	CE411A	\$43.80
HP LaserJet 400 color M451dn or M475dn - Yellow	CE412A	\$43.80
HP LaserJet 400 color M451dn or M475dn - Magenta	CE413A	\$43.80
HP LaserJet 400 colorMFP M476dn - Black	CF380A	\$43.30
HP LaserJet 400 colorMFP M476dn - Cyan	CF381A	\$46.65
HP LaserJet 400 colorMFP M476dn - Yellow	CF382A	\$46.65
HP LaserJet 400 colorMFP M476dn - Magenta	CF383A	\$46.65
HP LaserJet 400 colorMFP M477dn, M452dn, M477fdn - Black	CF410A	\$68.30
HP LaserJet 400 colorMFP M477dn, M452dn, M477fdn - Cyan	CF411A	\$80.45
HP LaserJet 400 colorMFP M477dn, M452dn, M477fdn - Yellow	CF412A	\$80.45
HP LaserJet 400 colorMFP M477dn, M452dn, M477fdn - Magenta	CF413A	\$80.45
HP Color LJ CM2320nf, CP2025dn - Black	CC530A	\$43.30
HP Color LJ CM2320nf, CP2025dn - Cyan	CC531A	\$43.30
HP Color LJ CM2320nf, CP2025dn - Yellow	CC532A	\$43.30
HP Color LJ CM2320nf, CP2025dn - Magenta	CC533A	\$43.30

PLEASE NOTE:

- General supplies not available on this list can be procured through either WB Mason or Amazon Business. If you need a user account for either vendor, please contact procurement@necc.mass.edu
- Printer/toner cartridges not available in house can be ordered by viewing the GA Blanco toner supply list and completing the GA Blanco Order Form on the [Procurement Webpage](#).
- 5 Gallon Water Jugs (water cooler refills) can be ordered through a Facilities ticket. Please allow 3-5 days for order processing.

**Please print form, complete, sign
and send to: Leo Castellanos
lcastellanos1@necc.mass.edu**