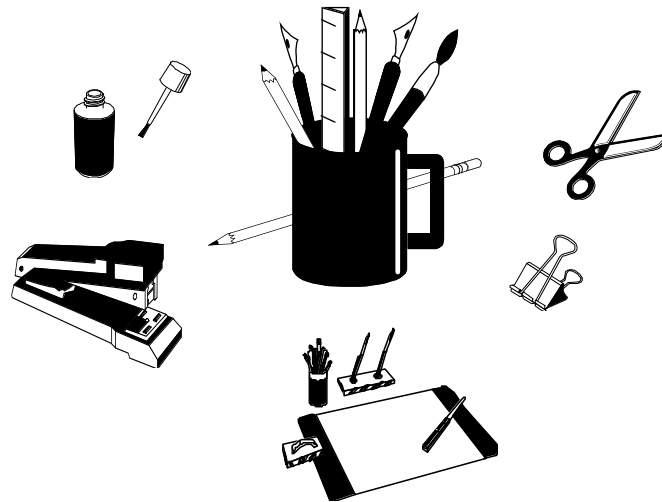




Merced County Office of Education  
Purchasing Department  
632 W. 13<sup>th</sup> Street, J10  
Merced, CA 95341  
(209) 381-6613

# Stores Catalog



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## ABOUT THIS CATALOG

This catalog contains the items that are most economical to purchase and most frequently used by the programs and departments of the Merced County Office of Education (MCOE). Warehouse hours are Monday through Friday 7:30 A.M. to 12 noon and 1 P.M. to 4:30 P.M.

The MCOE warehouse's primary way in which orders are placed is by departments directly entering orders into the computer. Orders and back-orders are then filled from computer-generated packing slips.

## SITE CODES

Each location and department has been given a unique **4-digit** site code that must be entered on all stores requisitions. If unsure of your district site code, please contact Yolanda at 381-6613.

## REQUISITION FORMS

The MCOE Warehouse stocks Stores Requisition forms (Stock No. 23230) which may be used as a data-entry worksheet, or where a computer terminal is not available.

If paper requisitions are submitted, the following procedures should be used:

1. The department completes the requisition, (supervisor and/or director approval required), retains the yellow copy, and sends (or faxes to 381-6776) the approved white copy to Accounting.
2. Accounting verifies the account number and forwards to Support Services for data entry.
3. When the requisition is entered into the computer, the computer-assigned requisition number is transferred to the paper requisition by the person entering the requisition.
4. The warehouse prints two (2) copies of each order. The original copy is to be signed by the person receiving the supplies and returned to Support Services. The second copy stays with the department as the delivery slip.

Properly completed and approved Stores Requisitions are filled on a first-come-first-served basis, after entry into the computer.

## RUSH ORDERS

**The fastest way to place a *Rush Order* is to input the order directly, and call Support Services with the Issue Number. Support Services will then print and fill the order.**

## PRICES

**Prices listed in this catalog should be used for estimation purposes only.**

Prices were accurate at the time of the catalog publication, but actual prices may have changed based upon current prices paid by the MCOE. If accurate price information is needed, please inquire "on-line," or call Support Services at 381-6613 or 381-6611.

## LARGE QUANTITIES

The MCOE Warehouse strives to maintain an adequate supply of all catalog items, based upon past usage and department feedback. Every material need, however, cannot be anticipated. Therefore, if a very large quantity of items is needed, please notify Purchasing as soon as possible to ensure that you receive the item(s) when needed and pay the lowest possible price(s).

## NON-STOCK ITEMS

All items (or services) not found in this catalog should be requested using a Purchase Requisition. Purchase Requisitions are generally routed to the Purchasing Agent, who obtains quotes or bids from vendors. In general, allowing the maximum possible amount of lead time will better enable Purchasing to meet delivery requirements and obtain favorable pricing.

## MISTAKES AND RETURNS FOR CREDIT

If an item is received which was not ordered (i.e., the wrong item sent), please call Yolanda at 381-6613 or Troy at 381-6611.

If an item was received as ordered, but then is not needed, it may be returned within 4 weeks of the original transaction for credit if it is unused and in the original container or, package is in "new" condition.

To return an item for credit, complete a Stores Requisition, being careful to check the "credit" box. The Stock Number(s) and Original Issue Number (found on the computer-generated delivery slip) must be identical on the stores *credit* request. Items returned for credit from two or more different Stores Requisitions will require two or more *credit* requests.

**CREDITS WILL NOT BE ACCEPTED FOR ITEMS ORDERED IN A PREVIOUS FISCAL YEAR.**

## DELIVERY/PICKUP

**Migrant** orders are generally delivered on a weekly basis. Please direct Migrant delivery questions to the Migrant Department. All MCOE orders may be picked up any time after they are filled. If delivery is required, orders are generally delivered by the Media Center within one week of when they are filled. Delivery questions should be directed to the **MCOE Purchasing Dept at 381-6611.**

## **DISTRICT ORDERS**

Public school districts in Merced County may order supplies from this catalog. Districts should complete a Stores Requisition, including their district account number, and the account from which funds should be transferred.

## **DISTRICT ORDER REQUISITIONS MAY BE SENT VIA MAIL, OR VIA FAX TO ACCOUNTING AT 381-6776.**

When district orders are filled, the MCOE will notify the district. District orders may then be picked up or (small items only) delivered via the weekly AV run.

For more information, please contact Support Services at 381-6613 or 381-6611.

## **SAFETY/MATERIAL SAFETY DATA SHEETS**

Some items in this catalog such as permanent markers are allowed for office/administrative use only. Other items such as sharp scissors should be used only by students of a proper grade level, under the supervision of a teacher.

All employees have a right to know about the substances found in the workplace. By OSHA regulation, any employee, his/her physician, and collective bargaining unit has the right to see and receive copies of Material Safety Data Sheets for hazardous substances used in the work place. Material Safety Data Sheets for such substances are available from MCOE Support Services, Room J-10, 632 West 13th Street, Merced, CA 95340.

No employee may be discharged or discriminated against in any way for exercising the rights afforded him/her under the Hazard Communication law. The MCOE is an equal employment/affirmative action employer.

## ORDER PROCEDURES FOR SUPPLIES FROM MCOE

**\*For help in filling out stores requisitions see sample on page 6.**

1. Orders should be listed on a “Stores Requisition” form (or copy of one). Additional packs of Requisitions are available at no charge from the MCOE Warehouse (Stock No. 23230).
2. Complete the top portion of the Requisition (date, school, etc.).
3. Enter your district’s *Site Code* (see page 8 for codes).
4. Print your *MCOE Account Number* on the Requisition (see page 8)
5. Place an “X” in the District Order box.
6. Print your *District Account Number* in the Requisition (the appropriate supply budget number, per district accounting procedures).
7. Requisitions must be *authorized* (signed) by a district representative (i.e., superintendent, principal, accounting manager, etc.). If you wish to provide a list of authorized names, the MCOE will comply with the list.
8. Requisitions should list *person and site to where items will be delivered*. Small orders may be delivered via the weekly AV run for districts that subscribe to Media services.
9. Requisitions should then be *FAXED to MCOE Accounting Dept at 209-381-6776* or may also be sent to MCOE Accounting Dept, via U.S. or the AV mail.
10. Accounting will then route Requisitions to Support Services for data entry and pulling the order.

# Stores Requisition

Requisition No. Leave Blank



Date 9-29-05 Site Code 0001

Ship to: Mitchell Elementary  
Room 1

District/Department Atwater

School/Branch Mitchell Elem.

Date Required 10-1-05

Requisition by Mrs. Teacher

Phone 209 358-1234

Credit  Original Req. No.

District Order  (See Below)

MCOE Account Number

Fd	Resc	Y	Objt	So	Goal	Func	Sch	DD1	DD2
01	920304	30	4300	0000	00	7540	0000	01	000

District Account Number

* Your district acct. number here *									
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NO.	STOCK NUMBER	QTY. ORDER	UNIT (ea/doz/blt/etc.)	MCOE ONLY	DESCRIPTION (Optional, for site use only)
1	1020	12	EA		White glue 4oz
2	18040	4	Rm		Paper, duplicator white
3	12020	2	BX		Paper clips #1
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

SAMPLE

MCOE USE ONLY

Filled by \_\_\_\_\_  
No. of Packages \_\_\_\_\_  
Picked up by \_\_\_\_\_  
Date \_\_\_\_\_

Initial Approval Optional  
Final Approval Administrator  
Received by \_\_\_\_\_

MCOE USE ONLY

Merced County  
Office of Education  
632 W. 13th Street  
Merced, CA 95340  
Ronald Tiffie,  
Superintendent

# Stores Requisition

Requisition No. \_\_\_\_\_



Date \_\_\_\_\_ Site Code 

--	--	--	--

Ship to: \_\_\_\_\_

District/Department \_\_\_\_\_

School/Branch \_\_\_\_\_

Date Required \_\_\_\_\_

Requisition by \_\_\_\_\_

Phone ( ) \_\_\_\_\_

Credit  Original Req. No. 

--	--	--	--	--	--

District Order  (See Below)

MCOE Account Number

Fd	Resc	Y	Objt	So	Goal	Func	Sch	DD1	DD2
0	1								

District Account Number


NO.	STOCK NUMBER	QTY. ORDER	UNIT (ea/doz/blt/etc.)	MCOE ONLY	DESCRIPTION (Optional, for site use only)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

MCOE USE ONLY

Filled by _____
No. of Packages _____
Picked up by _____
Date _____

Initial Approval \_\_\_\_\_

Final Approval \_\_\_\_\_

Received by \_\_\_\_\_

MCOE USE ONLY

--

WHITE: Purchasing  
YELLOW: Retained by Originator



## STORES SUPPLIES STOCK # LISTING

STOCK #	DESCRIPTION	UNIT	PRICE
001020	WHITE GLUE, 4 OZ. SQUEEZE BOTTLE	EA	0.39
001030	GLUE STICK, .26 OZ	EA	0.10
005010	TAGBOARD, MANILA, 9" X 12" 100/PK	PK	2.50
005020	TAGBOARD, MANILA, 12" X 18" 100/PK	PK	5.01
005030	RAILROAD BOARD, 4 PLY, 22X28 BLACK	EA	.26
005140	RAILROAD BOARD, 4 PLY, 22X28 WHITE	EA	.23
006020	DAILY LESSON PLAN BOOK	EA	3.62
012020	PAPERCLIPS, STANDARD, 100/BX	BX	0.12
012040	PAPERCLIPS, JUMBO 100/BX	BX	0.33
013200	MCOE PORTFOLIO, 8 1/2 X 11	EA	1.28
015020	CRAYONS 16-ASSORTED COLORS, REG SIZE/ 12 DZ PER CS	DZ	4.59
015030	CRAYONS 8-ASSORTED COLORS, PRIMARY SIZE/12 DZ PER CS	DZ	6.10
015050	BRUSHES, 3/4" EASEL	DZ	2.35
016011	MODELING CLAY, ASSORTED COLORS, 1 LB PK	PK	.96
016120	PAINT,LIQUID TEMPERA, PT/BTL, <b>BLACK</b> (12 PER CS)	EA	1.17
016130	PAINT,LIQUID TEMPERA, PT/BTL, <b>BLUE</b> (12 PER CS)	EA	1.17
016140	PAINT,LIQUID TEMPERA, PT/BTL, <b>BROWN</b> (12 PER CS)	EA	1.17
016150	PAINT,LIQUID TEMPERA, PT/BTL, <b>GREEN</b> (12 PER CS)	EA	1.17
016160	PAINT,LIQUID TEMPERA, PT/BTL, <b>ORANGE</b> (12 PER CS)	EA	1.17
016170	PAINT,LIQUID TEMPERA, PT/BTL, <b>RED</b> (12 PER CS)	EA	1.17
016181	PAINT,LIQUID TEMPERA, PT/BTL, <b>YELLOW</b> (12 PER CS)	EA	1.17
016190	PAINT,LIQUID TEMPERA, PT/BTL, <b>WHITE</b> (12 PER CS)	EA	1.17
016210	PAINT,WATERCOLOR, 8 COLORS W/BRUSH	EA	.87

<b>STOCK #</b>	<b>DESCRIPTION</b>	<b>UNIT</b>	<b>PRICE</b>
016220	PIPE CLEANERS, 12" LONG, ASSORTED COLORS	PK	1.37
018040	PAPER, DUPLICATOR, 8-1/2X11, <b>WHITE</b> (10 RMS PER CS)	RM	2.95
018050	PAPER, DUPLICATOR, 8-1/2X11, <b>BLUE</b> (10 RMS PER CS)	RM	3.81
018070	PAPER, DUPLICATOR, 8-1/2X11, <b>CANARY</b> (10 RMS PER CS)	RM	3.81
018071	PAPER, DUPLICATOR, 8-1/2X11, <b>GOLDENROD</b> (10 RMS PER CS)	RM	3.81
018090	PAPER, DUPLICATOR, 8-1/2X11, <b>GREEN</b> (10 RMS PER CS)	RM	3.81
018110	PAPER, DUPLICATOR, 8-1/2X11, <b>PINK</b> (10 RMS PER CS)	RM	3.81
018120	PAPER, DUPLICATOR, 8-1/2X14, <b>WHITE</b> (10 RMS PER CS)	RM	4.29
018185	PAPER, DUPLICATOR, 11X17, <b>WHITE</b> (5 RMS PER CS)	RM	6.76
018190	PAPER, 8-1/2X11, <b>BRITE BLUE</b> (10 RMS PER CS)	RM	7.30
018191	PAPER, 8-1/2X11, <b>BRITE GREEN</b> (10 RMS PER CS)	RM	7.30
018193	PAPER, 8-1/2X11, <b>BRITE ORANGE</b> (10 RMS PER CS)	RM	7.30
018194	PAPER, 8-1/2X11, <b>BRITE RED</b> (10 RMS PER CS)	RM	7.30
018195	PAPER, 8-1/2X11, <b>BRITE YELLOW</b> (10 RMS PER CS)	RM	7.30
018197	PAPER, 8-1/2X11, <b>BRITE PINK</b> (10 RMS PER CS)	RM	7.30
018198	PAPER, 8-1/2X11, <b>LIME GREEN</b> (10 RMS PER CS)	RM	7.34
018210	VELLUM BRISTOL, 8-1/2X11, <b>WHITE</b> (8 RMS PER CS)	PK	4.13
019020	ENVELOPES #10, WHITE PLAIN, 500/BX	BX	5.79
019032	ENVELOPES #10, PREMIUM LETTERHEAD, 500/BX	BX	67.53
019040	ENVELOPES #10, ECONOMY LETTERHEAD, 500/BX	BX	17.45
019070	ENVELOPES, CLASP MANILA 6X9, 100/BX	BX	6.34
019090	ENVELOPES, CLASP MANILA 9X12, 100/BX	BX	6.94
019100	ENVELOPES, CLASP MANILA 10X13, 100/BX	BX	8.39
019131	ENVELOPES FOR PAYROLL/EXPENSE WARRANTS, 500/BX	BX	41.01
021010	FOLDERS, MANILA LEGAL 1/3 CUT, 100/BX	BX	6.30
021020	FOLDERS, MANILA LETTER 1/3 CUT, 100/BOX	BX	5.47
021040	FOLDERS, HANGING LEGAL 1/3 CUT, 25/BX	BX	5.93

<b>STOCK #</b>	<b>DESCRIPTION</b>	<b>UNIT</b>	<b>PRICE</b>
023010	AUTHORIZATION OF OVERTIME, 10/PK	PK	0.00
023016	RECEIPT OF EMPLOYEE INFO, SUB & INTERM, 10/PK	PK	0.00
023030	CONFERENCE ATTENDANCE REQUEST, 10/PK	PK	0.00
023055	VERIFICATION OF EMPLOYMENT, 100/PK	PK	0.00
023060	DIRECTOR'S WEEKLY SCHEDULE, 25/PK	PK	0.00
023062	ACCOUNT CODE CHANGE FORM, 10/PK	PK	0.00
023063	REQUEST FOR FIELD TRIP, 10/PK	PK	0.00
023074	EMERGENCY PROC/CHANGE OF ADDRESS, 10/PK	PK	0.00
023124	MAINTENANCE WORK ORDER, 10/PK	PK	0.00
023133	POSITION REQUEST, 10/PK	PK	0.00
023135	PRINT SHOP REQUISITION, 25/PK	PK	0.00
023140	PRIVATE VEHICLE MILEAGE CLAIM, 10/PK	PK	0.00
023145	FIXED ASSET TRANSFER, 10/PK	PK	0.00
023150	REQUEST/AUTHORIZATION FOR ABSENCE, 25/PK	PK	0.00
023170	CONFERENCE ROOM SET-UP REQUEST, 10/PK	PK	0.00
023210	STUDENT TIME SHEET/PINK, 10/PK	PK	0.00
023220	WAREHOUSE CATALOG	EA	0.00
023230	STORES REQUISITIONS, 10/PK	PK	0.00
023232	EMPLOYEE DISPOSTION, 25/PK	PK	0.00
023233	RECEIPT OF EMPLOYEE INFORMATION, 10/PK	PK	0.00
023242	W-4 SCHOOL SERVICE, 100/PK	PK	0.00
023244	DE-4 CARD STATE WITHHOLDING, 100/PK	PK	0.00
023300	WORK PERMIT CARD, 100/PK	PK	0.00
023310	WORK PERMIT APPLICATION, 50/PK	PK	0.00
023320	CUME FOLDERS, 100/PK	PK	19.29
023321	HEALTH INSERT, 100/PK	PK	17.73
023332	REQUEST AUTHORIZATION EXTENDED ILLNESS, 10/PK	PK	0.00

<b>STOCK #</b>	<b>DESCRIPTION</b>	<b>UNIT</b>	<b>PRICE</b>
023337	STAFF RESPONSIBILITIES RECEIPT, 10/PK	PK	0.00
023340	TB TEST VERIFICATION, 10/PK	PK	0.00
026000	BATTERY, ALKALINE, SIZE AA	EA	0.26
026010	BATTERY, ALKALINE, SIZE C	EA	0.57
026020	BATTERY, ALKALINE, SIZE D	EA	0.78
026021	BATTERY, ALKALINE, SIZE 9V	EA	1.06
026022	BATTERY, ALKALINE, SIZE AAA	EA	0.29
027004	THINGS TO DO TODAY, HALF SHEET PAD	EA	0.00
027005	WHILE YOU WERE OUT PAD	EA	0.00
027012	NOTEBOOK COMPOSITION, 10 X 7 ¾	DZ	8.14
027030	PADMASTER, LETTER SIZE, <b>CANARY</b>	DZ	5.29
027040	PADMASTER RULED, LETTER SIZE, <b>WHITE</b>	DZ	5.20
027085	PAD, EASEL, WHITE, 27X34, 50 SHTS	EA	5.99
027090	PAD/STENO, SPIRAL, 6X9	DZ	8.00
027110	POST-IT-NOTES, 3X5, YELLOW	DZ	3.56
027120	POST-IT-NOTES, 3X3, YELLOW	DZ	2.39
028090	PAPER, BINDER FILLER, 11X8-1/2 (10 RMS PER CS)	RM	2.79
028100	MCOE LETTERHEAD, <b>ECONOMY</b>	RM	18.12
028101	MCOE LETTERHEAD, <b>2/COLOR</b>	RM	28.13
028130	PAPER CONSTRUCTION, 18X24, <b>ASSORTED</b> , 50/PK	PK	4.16
028140	PAPER CONSTRUCTION, 12X18, <b>ASSORTED</b> , 50/PKG	PK	2.08
028150	PAPER CONSTRUCTION, 12X18, <b>BLACK</b> , 50/PKG	PK	2.08
028160	PAPER CONSTRUCTION, 12X18, <b>BLUE</b> , 50/PKG	PK	2.08
028170	PAPER CONSTRUCTION, 12X18, <b>BROWN</b> , 50/PKG	PK	2.08
028180	PAPER CONSTRUCTION, 12X18, <b>GREEN</b> , 50/PKG	PK	2.08
028220	PAPER CONSTRUCTION, 12X18, <b>PINK</b> , 50/PKG	PK	2.08
028230	PAPER CONSTRUCTION, 12X18, <b>RED</b> , 50/PKG	PK	2.08

<b>STOCK #</b>	<b>DESCRIPTION</b>	<b>UNIT</b>	<b>PRICE</b>
028240	PAPER CONSTRUCTION, 12X18, <b>WHITE</b> , 50/PKG	PK	2.08
028250	PAPER CONSTRUCTION, 12X18, <b>YELLOW</b> , 50/PKG	PK	2.08
033010	PENCILS, OFFICE GRADE, #2	DZ	0.67
033020	PENCILS, TICONDEROGA, #3	DZ	1.37
033030	PENCILS, PRIMARY	DZ	2.37
033051	PENCILS, COLORED, 12 COLORS PER SET	EA	1.07
034350	PENS, MARKER, 8-COLOR PER SET, CONICAL TIP	EA	1.24
034360	PENS, MARKER, 8-COLOR PER SET, FINE TIP	EA	1.84
034375	PENS, DRY ERASE, 4-COLOR PER SET, BROAD POINT	EA	1.02
036010	INK JET CARTRIDGE H.P. 51626A	EA	23.81
038010	RULER ,12" PLASTIC, ASSORTED COLORS	EA	0.10
038012	RULER,12" HARDWOOD METAL EDGE	EA	0.10
039010	SHEARS, OFFICE GRADE, 8" SIZE	EA	0.53
042010	STAPLES, STANDARD	BX	0.33
042050	STAPLER, STANDARD SIZE	EA	2.03
046010	TAPE, MASKING, 1" X 60 YDS	EA	0.85
046020	TAPE, MASKING, 3/4" X 60 YDS	EA	0.64
047010	TAPE, TRANSPARENT, 3/4" X 36 YDS	EA	0.59
047060	TAPE, MAGIC MENDING, 3/4"X 1296 YDS	EA	0.49
051010	HOT CHOCOLATE, INSTANT, INDIVIDUAL PKTS, 10/BX	BX	.98
051020	COFFEE, DRIP GRIND	EA	12.38
051050	CREAM SUBSTITUTE, 50/BX	BX	.67
051070	NAPKINS, 10"X12", 1000/PK	PK	2.64
051090	SPOONS, PLASTIC, 5", 100/BX	BX	1.72
051100	SUGAR PACKETS, 100/BX	BX	2.24
051115	SWEET- N- LOW PACKETS	BX	2.19
051120	TEA BAGS, 100/BX	BX	2.77

<b>STOCK #</b>	<b>DESCRIPTION</b>	<b>UNIT</b>	<b>PRICE</b>
051130	COFFEE FILTERS	BX	.96
051150	COFFEE, DECAFEINATED, DRIP GRIND	EA	13.77
060015	DISHWASHER SOAP	BX	5.28
060020	DISH SOAP, LIQUID, GALLON	EA	5.37
060045	CUPS, STYROFOAM, 6 OZ, 1000/CS	CS	14.44
060300	SPOONS, PLASTIC, MED. WT., 1000/CS	CS	7.24
060310	FORKS, PLASTIC, MED. WT., 1000/CS	CS	7.23
060350	PLATES, STYROFOAM, 8" DIA., 500/CS	CS	17.04
070020	BLEACH, GALLON SIZE (6 PER CS)	EA	1.94
070140	FACIAL TISSUE, 30 BXS/CS	CS	13.68
070220	LAUNDRY SOAP, LOW SUDS, 25 LB BX	BX	12.85
095119	EXAM GLOVES, NON-STERILE, SM SIZE,100/BX (10 PER CS)	BX	3.30
095120	EXAM GLOVES, NON-STERILE, M SIZE, 100/BX (10 PER CS)	BX	3.30
095121	EXAM GLOVES, NON-STERILE, L SIZE, 100/BX (10 PER CS)	BX	3.30
095170	BABY WET WIPES (12 PER CS)	EA	2.31
095280	ANTIMICROBIAL HAND WIPES (12 PER CASE)	EA	5.00
095330	ZIPLOCK BAGS, QUART SIZE (4 PER CS)	BX	2.61
095335	ZIPLOCK BAGS, GALLON SIZE (4 PER CS)	BX	2.91
096000	BOTTLE WATER	CS	5.50