

SUPPLY LIST

Date:		Department:		
Date Filled:		Signature:		
PART NAME	NUMBER	DESCRIPTION	QUANTITY	ORDERED BY
Binder Clips	OIC99020	small - ea.		
" "	OIC99050	medium - ea.		
" "	OIC99100	large - ea.		
Binders-Loose Leaf	WLJ36249B	3" - ea.		
" "	WLJ36244B	2" - ea.		
" "	WLJ36241B	1" - ea.		
Cards	UNV47200	Index 3x5 - pkg.		
" "	UNV47220	Index 4x6 - pkg.		
" "	UNV47240	Index 5x8 - pkg.		
Cartridges	ELI75106	for fax machines		
" "	ELI70308	laserjet 1100 series		
" "	ELI75110	laserjet 1160		
" "	ELI70328	laserjet 1200 series - C7115A		
" "	ELI75335	laserjet 2015 series - Q7553A		
" "	ELI75434	laserjet 2035 series - CE505A		
" "	ELI70309	laserjet series 2100 - C4096A		
" "	ELI75100	laserjet series 2300L - Q2610A		
" "	ELI70307	laserjet series 4050 - C4127X		
" "	HEWQ1338A	laserjet series 4200 DTNS		
" "	ELI75109	laserjet series 4250N - C5942A		
CD - RW	VER95161	Rewritable CDs		
Correction Film - Dispenser	PAP660415	single line - ea.,		
Correction Fluid	PAP61446	pen & ink - ea.		
CRT Screen Cleaners	REARR1205			
Envelopes	BSN42250	plain white #10 - bx.		
" "	07342	#10 window - bx.		
" "	07142	#10 with return address - bx.		
" "	903791	#9 for central billing - bx.		
" "	BSN42251	for Payroll		
Envelopes - Clasp	BSN36667	12 x 15 1/2 - bx.		

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" "	BSN36660	6 x 9 - bx.		
" "	BSN36665	10x13 - bx.		
Erasers	PAP70626	pink pearl - ea.		
Expandable Folders	SMD73810EA	1 3/4" - ea.		
Fasteners - Paper	OIC99852	2" - bx.		
File Folders	SMD10300	straight cut - letter size - bx.		
" "	SMD00128	3rd cut - letter size - bx.		
" "	ESS75313	3rd cut - legal size - bx.		
" "	SMD15300	straight cut - legal - bx.		
Hanging Folders	ESS42590	letter size - 1/5th cut - bx.		
" "	SMD64259	box bottom - bx.		
" "	ESS42591	legal size - 1/5 cut - bx.		
Highlighters	SAN64324	yellow - ea.		
" "	SAN64327	pink - ea.		
" "	SAN24555	Multi (blue, yellow, pink, orange, green)		
Indexes	SPR21350	for LL binders - 5/set		
" "	SPR01181	for LL binders - Alphabetical		
Ink	AVE21448	bottle - black - ea.		
" "	AVE21447	bottle - red -ea.		
Laser File Folder Labels	AVE30632	3 7/16 x 2 2/3		
Laser Labels	BSN21050	Avery laser labels		
" "	AVE5162	Avery laser labels		
Letterhead	LH #1	bx.		
Letterhead (Internal)	LH #2	bx.		
Markette	SAN30002	red - ea.		
" "	SAN30001	black - ea.		
Pads - Ruled	ESS20320	8 1/2 x 11 - ea.		
" "	BSN63105	8 1/2 x 14 - yellow - ea.		
Pads - Scratch	BSN65900	3 x 5 - ea.		
Panel Clips	AVT75306	panel clips - multi colored		
Paper	XER3R2047	xerox 8 1/2 x 11 - pkg.		
" "	XER3R2051	xerox 8 1/2 x 14 - pkg.		
Paper - Colored	SPR05124	pink 8 1/2 x 11 - pkg.		

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" "	SPR05123	green 8 1/2 x 11 - pkg.		
" "	SPR05122	canary 8 1/2 x 11 - pkg.		
" "	SPR05121	blue 8 1/2 x 11 - pkg.		
Paper Clips	OIC99914	giant - bx.		
" "	OIC99911	regular - bx.		
Papercreme	LEE12000	finger moistener - ea.		
Pencils	PAP2097	#2 - ea.		
Pencils - Lead	PENC505B	0.5 mm automatic pencil lead		
" "	PEN50H	0.7 mm automatic pencil lead		
Pens	PAP9660131	papermate flexigrip - fine blue		
" "	PAP9610131	papermate flexigrip - med blue		
" "	PAP9680131	papermate flexigrip - fine black		
" "	PAP6130187	papermate flexigrip - med black		
" "	PIL35471	pilot - ex.f. - blue - ea.		
" "	PIL35472	pilot - ex.f. - red. - ea.		
" "	PAP8420152	felt tip, red - ea.		
Pens - Bic	PAP3311131	bic - med. - blue - ea.		
" "	BICGSM11BK	bic - med. - blk. -ea.		
" "	BICGSM11RD	bic - med. - red - ea.		
" "	BICGSF11BE	bic - fine - blue		
" "	BICGSF11BK	bic - fine - black - ea.		
" "	BICGSFG11RD	bic - fine - red - ea.		
Pens - Other	MMF28908	security pen - med. - blue - ea.		
Post It Notes	BSN36612	3 x 3 - ea.		
" "	BSN36610	1 1/2 x 2 - ea.		
" "	BSN36613	3 x 5 ea.		
Post It Flags	MMM680RD2	pop-up dispenser 50 flags - red - pk.		
Push Pins	SPR81001	colored pins - pack		
Ribbons	ITKKOR80CBR	calculator - canon (Spools)		
" "	ITKKOR42	calculator - canon (small cartridge)		
Ribbons - Checkwriter	OKI52102001	for checkwriter - ea.		
Rubber Fingers	SWI54032	#12 large - ea.		
" "	SWI54035	11 1/2 medium - ea.		
" "	SWI54031	11 small - ea.		
Rubberbands	SPR331LB	#33 - bg.		

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PART NAME	NUMBER	DESCRIPTION	QUANTITY	ORDERED BY
" "	SPR3214LB	#32 - bg.		
" "	SPR191LB	#19 - bg.		
Ruler	UNV59021	12" - ea.		
Scissors	ACM10572	8"		
Scotch Tape	BSN32953	3/4 x 1296 - ea. (Small)		
" "	MMM810723PK	1" x 2592 - ea. (Large)		
	MMM81012592	1 x 72 yd - ea (Extra Large)		
Sheet Protectors	UNV21124	for 8 1/2 x 11 sheets - bx.		
Stamp Pads	AVE21272	size #2 - red - ea.		
" "	AVE21271	size #1 - red - ea		
" "	AVE21282	size #2 - black - ea.		
" "	AVE21281	size #1 - black - ea.		
Stapler - Small with remover	BOSB8RC2G	black - sm. Stapler		
Stapler - Large	SPR01317	black -lg. Stapler		
Staples	BOSSTCR211514	bx. - for sm. Stapler		
" "	SWI35450	bx. - for lg. Stapler		
Steno Books	BSN26741	ea.		
Tape - Adding Machine	SPR22147	2 1/4" - 1 part - rl.		
Toilet Seat Covers	RCM25130873	(250 per box) 4 to a box		
While You Are Out Pads	ABF9711D	ea.		
ADDITIONAL ITEMS				