



## Interoffice memo

To: All employees  
From: Kristina Daum  
Date: 8/9/23  
Re: Supplies for FY 2024 (July 2023-June 2024)

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The following pages are the supply room list for fiscal year 2024

- Please fill out all requisitions in blue or black ink
- Supplies may be ordered & received anytime during the work week
- Please submit paper requisitions to my inbox or mailbox
- Supplies should be available for pickup the same day or the following day in purchasing
- See me or call me at 7833 if you need something urgently
- Most items that are priced as a package/box can be requested as “ea”. The pricing can be broken down to “ea” pricing by dividing the price by the total number of items in a package/box (or I can calculate that for you). Some items, like staples, paper clips, etc. cannot be fulfilled as a partial package request.

Item Description	Price	Quantity Type
band-aids	\$3.33	80 per box
binder clips small #2	\$0.29	12 per box
binder clips med #5	\$0.69	12 per box
binder clips large #10	\$1.98	12 per box
binder 1/2" blue	\$3.89	ea
binder 1" blue	\$2.01	ea
binder 1.5" blue	\$4.29	ea
binder 2" blue	\$4.81	ea
binder 3" blue	\$7.29	ea
binder .5" view white	\$2.45	ea
binder 1" view white	\$2.45	ea
binder 1.5" view white	\$2.99	ea
book, class record	\$10.63	ea
cleaner, polish,furntr,gen joe,17oz	\$6.78	ea
correction tape, white	\$0.98	ea
envelope, #10 return address	\$117.00	500 per box
envelope, #10 window w/return address	\$120.00	500 per box
envelope, 6"x9" manila	\$73.30	500 per box
envelope, 9"x12" manila	\$65.63	250 per box
envelope, #10 plain	\$16.98	500 per box
envelope, 10"x13" plain, manila	\$53.23	250 per box
envelope, 10"x13" plain, white	\$53.23	250 per box
envelope, interoffice	\$0.35	ea
envelope moistener	\$0.68	ea
eraser for dry erase board	\$2.20	ea
folder, hanging file	\$7.56	25 per box
folder, manila file	\$8.69	100 per box
folder, manila file, right index	\$16.49	100 per box
glue stick	\$0.42	ea
highlighter blue	\$0.38	ea
highlighter green	\$0.36	ea
highlighter pink	\$0.35	ea
highlighter yellow	\$0.36	ea
hole punch, 3 hole	\$6.25	ea
index cards 3"x5" ruled	\$1.22	100 per pkg

Item Description	Price	Quantity Type
index card box	\$3.54	ea
index tabs assorted colors	\$0.52	5 per set
labels, laserjet printer 1" x 2 5/8"	\$11.89	100 sheets per box
labels laserjet printer 3 1/3"x4"	\$11.89	100 sheets per box
legal pads 5"x8" white	\$14.04	12 per pkg
legal pads 5"x8"canary	\$14.04	12 per pkg
legal pads 8.5"x11" white	\$17.52	12 per pkg
legal pads 8.5"x11" canary	\$17.52	12 per pkg
legal pads 8.5"x14" canary	\$35.76	12 per pkg
letterhead full sheet	\$122.00	500 per box
marker, dry erase 4pk color	\$2.72	4 per pkg
marker, dry erase black	\$5.39	12 per box
marker pen thin black	\$4.18	12 per box
marker pen thin blue	\$4.29	12 per box
marker pen thin green	\$11.43	12 per box
marker pen thin red	\$4.18	12 per box
marker, permanent black broad	\$0.36	ea
paper regular 8.5"x11"		see Meghan Cotterman
paper clamps #1 large	\$3.05	12 per box
paper clamps #2 small	\$4.07	50 per box
paper clips jumbo	\$0.60	100 per box
paper clips standard	\$0.20	100 per box
pen fine black	\$1.57	12 per box
pen medium black	\$1.57	12 per box
pen fine blue	\$1.57	12 per box
pen medium blue	\$1.57	12 per box
pen medium green	\$3.29	12 per box
pen medium red	\$1.57	12 per box
pen visavis black	\$1.37	ea
pen visavis blue	\$1.37	ea
pen visavis green	\$1.44	ea
pen visavis red	\$1.42	ea
pencil #2	\$0.95	12 per box

Item Description	Price	Quantity Type
post it notes 1.5"x2"	\$1.82	12 per pkg
post it notes 3"x3"	\$2.89	12 per pkg
push pins assorted	\$1.76	100 per box
ribbon, calculator black/red	\$2.27	ea
rubber bands #18	\$1.80	460 per box
rubber bands #19	\$1.79	410 per box
rubber bands #33	\$1.79	265 per box
ruler 12"	\$0.58	ea
scissors	\$1.70	ea
sheet protector clear vinyl	\$4.25	100 per box
sorter/rubber fingertip med #11	\$4.32	12 per box
staple remover	\$0.46	ea
stapler	\$4.09	ea
staples	\$0.81	5000 per box
stenographer notebook	\$1.02	ea
storage box 12"x15"x10"	\$2.70	ea
tape, calculator 2.25"	\$1.11	ea
tape, clear packing 2"	\$1.48	roll
tape, scotch .5"	\$0.62	roll
tape, scotch .75"	\$0.73	roll
tape dispenser, desk	\$2.12	ea
telephone message pad	\$0.76	ea
whiteboard cleaner	\$3.06	ea