



INTER-OFFICE MEMORANDUM

TO:

FROM: Doreen Miller – Accounting Clerk

DATE: July 2016

SUBJECT: Supply List for FY 2016/2017

Attached is the supply room list for the new fiscal year. Please use this list effective immediately. Please fill out the supply room requisition completely.

Supplies are done on a daily basis, Monday-Friday, between 1:00 pm and 2:00 pm. Requisitions in to my office mailbox or The Cashiers' mailbox in the faculty lounge by 1:00 pm will be ready for pick up that day after 2:00 pm. Requisitions received after 1:00 pm will be done the following day (between 1:00 pm and 2:00 pm and ready for pick up after 2:00 pm). **Supplies can be picked up in Room 154 (controller's office/purchasing office) in the supply room between the hours of 10:00 am and 4:00 pm.**

If you should need assistance after the 1:00 pm deadline, please call me (ext. 7977). If you have any questions, please call me.

Thank you.

<u>DESCRIPTION</u>	<u>PRICE</u>
Band-Aids (80 Count/Box)	1.76/box
Binder Clips, 3/8" Capacity (12 Small/Box)	0.01/box
Binder Clips, 5/8" Capacity (12 Large/Box)	0.05/box
Binder, 1", Blue	4.60/each
Binder 1 1/2", Blue	5.70/each
Binder, 2", Blue	7.20/each
Binder, 3", Blue	9.20/each
Binder, 1/2", View, White	2.90/each
Binder, 1", View, White	1.50/each
Binder, 1 1/2", View, White	1.77/each
Book, Class Record	5.50/each
Calendar Refill, Small Desk, 2016	3.49/each
Calendar Refill, Small Desk, 2017	3.49/each
Cleaner, Desk/Office	5.70/each
Correction Fluid, White	0.80/each
Correction Tape, White	0.90/each

Envelope, 6 "x9", Manila	0.09/each
Envelope, 9"x12", Plain (250/Box)	0.08/each (20.00/box)
Envelope, #10, Plain (500/Box)	0.02/each (10.00/box)
Envelope, #10, Return Address (500/Box)	0.04/each (20.00/box)
Envelope, #10, Window w/Return Address (500/Box)	0.05/each (22.25/box)
Envelope, 10"x13", Plain (250/Box)	0.09/each (22.50/box)
Envelope, Inter-Office	0.15/each
Envelope Moistener	0.90/each
Eraser, Dry Erase Marker	1.95/each
Folder, Hanging File (25/Box)	4.05/box
Folder, Manila File (100/Box)	3.38/box
Folder, Manila File, Right Index (100/Box)	6.40/box
Glue Stick	0.50/each
Hiliter, Blue (12/Box)	0.50/each (6.00/box)
Hiliter, Green (12/Box)	0.50/each (6.00/box)
Hiliter, Pink (12/Box)	0.50/each (6.00/box)
Hiliter, Yellow (12/Box)	0.25/each (3.00/box)
Hole Punch, 3-Hole	3.50/each

Index Cards, 3"x5", Ruled (100/Pkg)	0.39/pkg
Index Tabs, Assorted Colors (5/Set)	0.50/set
Labels, Laserjet Printer (100 Sheets/Box)	8.99/box
Labels, Shipping/Mailing, 4"x3", Return Address	0.06/each
Legal Pads, 5"x8" (12/Pkg)	0.15/each (1.80/pkg.)
Legal Pads, 8 ½"x11" (12/Pkg)	0.25/each (3.00/pkg.)
Legal Pads, 8 ½"x14" (12/Pkg)	2.95/each (35.40/pkg)
Letterhead, Full Sheet (500/Box)	0.05/each (25.00/box)
Marker, Dry Erase (4/Box color)	1.49/box
Marker, Dry Erase (4/Box black)	4.00/box
Marker, Broad, Black (12/Box)	0.65/each (7.80/box)
Marker Pen, Thin, Black (12/Box)	0.85/each (10.10/box)
Marker Pen, Thin, Blue (12/Box)	0.85/each (10.10/box)
Marker Pen, Thin, Green (12/Box)	1.60/each (19.20/box)
Marker Pen, Thin, Red (12/Box)	0.85/each (10.10/box)

Paper, Regular, 8 ½"x11" (see Betty B.)	2.90/ream
Paper Clamps, #1 (12 Large/Box)	1.19/box
Paper Clamps, #2 (50 Small/Box)	1.44/box
Paper Clips, Jumbo (100/Box)	0.10/box
Paper Clips, Standard (100/Box)	0.05/box
Pen, Fine, Black (12/Box)	0.05/each (0.60/box)
Pen, Medium, Black (12/Box)	0.20/each (2.40/box)
Pen, Fine, Blue (12/Box)	0.05/each (0.60/box)
Pen, Medium Blue (12/Box)	0.10/each (1.20/box)
Pen, Medium, Green (12/Box)	0.12/each (1.49/box)
Pen, Medium, Red (12/Box)	0.10/each (1.20/box)
Pen, VisAVis, Black (12/Box)	1.10/each (13.20/box)
Pen, VisAVis, Blue (12/Box)	1.10/each (13.20/box)
Pen, VisAVis, Green (12/Box)	1.10/each (13.20/box)
Pen, VisAVis, Red (12/Box)	1.10/each (13.20/box)
Pencil, #2 (12/Box)	1.00/box

Post-It Notes, 1 ½"x2" (12/Pkg)	0.30/each (3.60/pkg)
Post-It Notes, 3"x3" (10/Pkg)	0.60/each (6.00/pkg)
Push Pins, Assorted (100/Box)	.99/box
Ribbon, Printer, IBM 6400-010	17.00/each
Rubber Bands, #18 (460/Box)	.99/box
Rubber Bands, #19 (410/Box)	.99/box
Rubber Bands, #33 (265/Box)	1.60/box
Ruler, 12"	.60/each
Scissors	2.90/each
Sheet Protector, Clear Vinyl (100/Box)	0.10/each (10.00/box)
Staple Remover	0.90/each
Stapler	1.95/each
Staples	0.10/box
Stenographer Notebook	0.60/each
Storage Box, 12"x15"x10"	2.00/each

Tape, Calculator, 2 1/4"	0.45/each
Tape, Filament Sealing, 2"	4.75/each
Tape, Scotch, 1/2"	2.65/each
Tape, Scotch, 3/4"	1.10/each
Tape Dispenser, Desk	2.49/each
Telephone Message Pad (12/Pkg)	3.30/pkg