

Interoffice memo

To: All employees
From: Kristina Daum
Date: 7/22/25
Re: Supplies for FY26 (July 2025-June 2026)

The following pages are the supply room list for fiscal year 2026

- 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	\$4.61	80 per box
binder clips small #2	\$0.33	12 per box
binder clips med #5	\$0.75	12 per box
binder clips large #10	\$1.98	12 per box
binder 1/2" blue	\$3.39	ea
binder 1" blue	\$3.13	ea
binder 1.5" blue	\$4.00	ea
binder 2" blue	\$5.00	ea
binder 3" blue	\$6.25	ea
binder .5" view white	\$2.25	ea
binder 1" view white	\$2.38	ea
binder 1.5" view white	\$3.08	ea
book, class record	\$6.95	ea
cleaner, polish,furntr,gen joe,17oz	\$4.61	ea
bic correction tape, white	\$1.09	ea
envelope, #10 return address	\$44.00	500 per box
envelope, #10 window w/return address	\$49.00	500 per box
envelope, 6"x9" manila	\$26.58	500 per box
envelope, 9"x12" manila	\$28.97	250 per box
envelope, #10 plain	\$8.49	500 per box
envelope, 10"x13" plain, manila	\$33.90	250 per box
envelope, 10"x13" plain, white	\$34.16	250 per box
envelope, interoffice	\$0.29	ea
envelope moistener	\$1.21	ea
eraser for dry erase board	\$1.52	ea
folder, hanging file	\$12.99	25 per box
folder, manila file	\$12.21	100 per box
folder, manila file, right index	\$18.97	100 per box
glue stick	\$0.50	ea
highlighter blue	\$0.39	ea
highlighter green	\$0.36	ea
highlighter pink	\$0.35	ea
highlighter yellow	\$0.36	ea
hole punch, 3 hole	\$6.90	ea
index cards 3"x5" ruled	\$0.65	100 per pkg
index card box	\$3.96	ea
index tabs assorted colors	\$0.69	5 per set
labels, laserjet printer 1" x 2 5/8"	\$11.99	100 sheets per box
labels laserjet printer 3 1/3"x4"	\$12.52	100 sheets per box
legal pads 5"x8" white	\$7.56	12 per pkg
legal pads 5"x8"canary	\$7.56	12 per pkg
legal pads 8.5"x11" white	\$9.72	12 per pkg
legal pads 8.5"x11" canary	\$9.72	12 per pkg
legal pads 8.5"x14" canary	\$23.28	12 per pkg

Item Description	Price	Quantity Type
letterhead full sheet	\$128.00	500 per box
marker, expo dry erase 4pk color	\$3.65	4 per pkg
marker, expo dry erase black	\$7.28	12 per box
marker, permanent pen thin black	\$3.40	12 per box
marker, permanent pen thin blue	\$7.59	12 per box
marker, permanent pen thin green	\$7.59	12 per box
marker, permanent pen thin red	\$7.59	12 per box
marker, permanent black broad	\$0.36	ea
paper regular 8.5"x11"	see Meghan Cotterman	
paper clamps #1 large	\$4.59	12 per box
paper clamps #2 small	\$4.07	50 per box
paper clips jumbo	\$1.30	100 per box
paper clips standard	\$0.29	100 per box
pen fine black	\$1.70	12 per box
pen medium black	\$1.59	12 per box
pen fine blue	\$1.69	12 per box
pen medium blue	\$1.59	12 per box
pen medium green	\$6.38	12 per box
pen medium red	\$1.59	12 per box
pen visavis black	\$1.08	ea
pen visavis blue	\$1.08	ea
pen visavis green	\$2.19	ea
pen visavis red	\$0.67	ea
pencil #2	\$0.96	12 per box
post it notes 1.5"x2"	\$2.35	12 per pkg
post it notes 3"x3"	\$4.74	12 per pkg
push pins assorted	\$2.21	100 per box
ribbon, calculator black/red	\$3.50	ea
rubber bands #18	\$1.80	400 per box
rubber bands #19	\$1.79	310 per box
rubber bands #33	\$1.87	160 per box
ruler 12"	\$0.40	ea
scissors	\$1.13	ea
sheet protector clear vinyl	\$4.50	100 per box
sorter/rubber fingertip med #11	\$4.44	12 per box
staple remover	\$0.46	ea
stapler	\$4.09	ea
staples	\$0.81	5000 per box
stenographer notebook	\$1.64	ea
storage box 12"x15"x10"	\$2.81	ea
tape, calculator 2.25"	\$0.50	ea
tape, clear packing 2"	\$1.48	roll
Tape, ½" Scotch	\$0.62	roll
Tape, ¾" Scotch	\$0.73	roll
tape dispenser, desk	\$2.12	ea
whiteboard cleaner	\$3.74	ea