

Interoffice memo

To: All employees
From: Kristina Daum
Date: 7/21/26
Re: Supplies for FY27 (July 2026-June 2027)

The following pages are the supply room list for fiscal year 2027

- 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	\$4.27	80 per box
batteries, AA	\$0.31	ea
batteries, AAA	\$0.31	ea
binder clips small #2	\$0.51	12 per box
binder clips med #5	\$1.06	12 per box
binder clips large #10	\$4.00	12 per box
binder 1/2" blue	\$3.75	ea
binder 1" blue	\$3.50	ea
binder 1.5" blue	\$4.12	ea
binder 2" blue	\$5.15	ea
binder 3" blue	\$6.62	ea
binder .5" view white	\$2.38	ea
binder 1" view white	\$2.84	ea
binder 1.5" view white	\$3.44	ea
book, class record	\$9.69	ea
cleaner, polish,furntr,gen joe,17oz	\$4.92	ea
bic correction tape, white	\$1.16	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	\$34.29	500 per box
envelope, 9"x12" manila	\$28.97	250 per box
envelope, #10 plain	\$20.99	500 per box
envelope, 10"x13" plain, manila	\$33.99	250 per box
envelope, 10"x13" plain, white	\$32.99	250 per box
envelope, interoffice	\$0.32	ea
envelope moistener	\$1.99	ea
eraser for dry erase board	\$0.73	ea
folder, hanging file	\$12.97	25 per box
folder, manila file	\$12.59	100 per box
folder, manila file, right index	\$22.33	100 per box
glue stick	\$0.25	ea
highlighter blue	\$0.30	ea
highlighter green	\$0.30	ea
highlighter pink	\$0.30	ea
highlighter yellow	\$0.30	ea
hole punch, 3 hole	\$8.79	ea
index cards 3"x5" ruled	\$0.84	100 per pkg
index card box	\$3.09	ea
index tabs assorted colors	\$0.68	5 per set
labels, laserjet printer 1" x 2 5/8"	\$12.79	100 sheets per box
labels laserjet printer 3 1/3"x4"	\$12.79	100 sheets per box
legal pads 5"x8" white	\$8.60	12 per pkg
legal pads 5"x8"canary	\$8.60	12 per pkg
legal pads 8.5"x11" white	\$9.18	12 per pkg
legal pads 8.5"x11" canary	\$9.18	12 per pkg
legal pads 8.5"x14" canary	\$26.52	12 per pkg

Item Description	Price	Quantity Type
letterhead full sheet	\$128.00	500 per box
marker, expo dry erase 4pk color	\$4.56	4 per pkg
marker, expo dry erase black	\$0.72	ea
marker, permanent fine black	\$0.28	ea
marker, permanent fine blue	\$0.49	ea
marker, permanent fine green	\$0.49	ea
marker, permanent fine red	\$0.54	ea
marker, permanent black broad	\$0.26	ea
paper regular 8.5"x11"	see Meghan Cotterman	
paper clamps #1 large	\$4.22	12 per box
paper clamps #2 small	\$3.63	50 per box
paper clips jumbo	\$1.21	100 per box
paper clips standard	\$0.80	100 per box
pen fine black	\$3.49	12 per box
pen medium black	\$1.19	12 per box
pen fine blue	\$2.67	12 per box
pen medium blue	\$3.09	12 per box
pen medium green	\$3.99	12 per box
pen medium red	\$3.24	12 per box
pen visavis black	\$0.75	ea
pen visavis blue	\$0.98	ea
pen visavis green	\$0.44	ea
pen visavis red	\$1.00	ea
pencil #2	\$1.25	12 per box
post it notes 1.5"x2"	\$2.21	12 per pkg
post it notes 3"x3"	\$4.27	12 per pkg
push pins assorted	\$2.29	100 per box
ribbon, calculator black/red	\$1.35	ea
rubber bands #18	\$3.99	400 per box
rubber bands #19	\$3.28	310 per box
rubber bands #33	\$4.87	160 per box
ruler 12"	\$0.40	ea
scissors	\$0.94	ea
sheet protector clear vinyl	\$7.07	100 per box
sorter/rubber fingertip med #11	\$5.29	12 per box
staple remover	\$0.76	ea
stapler	\$3.99	ea
staples	\$0.90	5000 per box
stenographer notebook	\$1.32	ea
storage box 12"x15"x10"	\$2.47	ea
tape, calculator 2.25"	\$0.52	ea
tape, clear packing 2"	\$1.51	roll
Tape, ½" Scotch	\$0.42	roll
Tape, ¾" Scotch	\$0.69	roll
tape dispenser, desk	\$3.49	ea
whiteboard cleaner	\$4.29	ea