

INTER-OFFICE MEMORANDUM

TO:

FROM: Lynda Groff - Purchasing/Accounts Payable

DATE: August 17, 2020

SUBJECT: Supply List for FY 2020-21

The following is the supply room list for the fiscal year 2020-21.

- All requisitions need to be completely filled out in black or blue ink.
- Supplies may be ordered and received at any time throughout the week. Requisitions may be submitted to my in-box or my mailbox
- Supplies should be available for pick-up the following day in the supply room in the Purchasing

If you need something urgently, please call me at 7833 and arrangements will be made.

Thank you.

<u>DESCRIPTION</u>	<u>PRICE</u>
Band-Aids (80 Count/Box) Binder	2.20/box
Clips, Small #2 (12 /Box)	0.25/box
Binder Clips, Med #5 (12/Box)	.59/doz
Binder Clips, Large #10 (12/Box)	1.60/box
Binder, 1", Blue	1.60/each
Binder 1 1/2", Blue	3.13/each
Binder, 2", Blue	2.72/each
Binder, 3", Blue	5.99/each
Binder, 1/2", View, White	1.49/each
Binder, 1", View, White	1.19/each
Binder, 1 1/2", View, White	1.77/each
Book, Class Record	3.70/each
Cleaner, Desk/Office	13.39/each
Correction Tape, White	.69/each

Envelope, 6" x 9", Manila (500/Box)	(\$30.00/Box)
Envelope, 9" x 12", Plain (250/Box)	(\$22.50/box)
Envelope, #10, Plain (500/Box)	(\$8.99/box)
Envelope, #10, Return Address (500/Box)	(\$9.78/box)
Envelope, #10, Window w/Return Address (500/Box)	(\$35.00/box)
Envelope, 10" x 13", Plain (250/Box)	(22.50/box)
Envelope, Inter-Office	0.15/each
Envelope Moistener	0.50/each
Eraser for Dry Erase Board	2.75/each
Folder, Hanging File (25/Box)	5.71/box
Folder, Manila File (100/Box)	5.50/box
Folder, Manila File, Right Index (100/Box)	6.40/box
Glue Stick	0.37/each
Hiliter, Blue (12/Box)	0.29/each (3.49/box)
Hiliter, Green (12/Box)	0.29/each (3.49/box)
Hiliter, Pink (12/Box)	0.33/each (3.99/box)
Hiliter, Yellow (12/Box)	0.23/each (2.76/box)
Hole Punch, 3-Hole	4.60/each

Index Cards, 3"x5", Ruled (100/Pkg)	0.39/pkg
Index Tabs, Assorted Colors (5/Set)	0.40/set
Labels, Laserjet Printer (100 Sheets/Box)	6.36/box
Labels, Shipping/Mailing, 4"x3", Return Address	0.01/each
Legal Pads, 5"x8" (12/Pkg)	6.15/doz
Legal Pads, 8 ½"x11" (12/Pkg)	8.35/doz
Legal Pads, 8 ½"x14" (12/Pkg) Canary Only	13.32/box
Letterhead, Full Sheet (500/Box)	25.00/box
Marker, Dry Erase (4 pk color)	1.61/pk
Marker, Dry Erase Black (12/Box)	4.50/box
Marker Pen, Thin, Black (12/Box)	3.48/box
Marker Pen, Thin, Blue (12/Box)	4.56/box
Marker Pen, Thin, Green (12/Box)	8.28/box
Marker Pen, Thin, Red (12/Box)	8.28/box

Paper, Regular, 8 ½"x11" (see Betty B.)	n/a
Paper Clamps, #1 (12 Large/Box)	1.12/box
Paper Clamps, #2 (50 Small/Box)	1.44/box
Paper Clips, Jumbo (100/Box)	0.48/box
Paper Clips, Standard (100/Box)	0.16/box
Pen, Fine, Black (12/Box)	3.40/box
Pen, Medium, Black (12/Box)	1.91/box
Pen, Fine, Blue (12/Box)	2.12/box
Pen, Medium Blue (12/Box)	1.91/box
Pen, Medium, Green (12/Box)	1.32/box
Pen, Medium, Red (12/Box)	1.40/box
Pen, VisAVis, Black (12/Box)	1.10/each (11.76/box)
Pen, VisAVis, Blue (12/Box)	1.10/each (11.76/box)
Pen, VisAVis, Green (12/Box)	1.10/each (11.76/box)
Pen, VisAVis, Red (12/Box)	1.10/each (11.76/box)
Pencil, #2 (12/Box)	.98/box
Permanent Black Broad Marker	1.49/each

Post-It Notes, 1 ½"x2" (12/Pkg)	1.28/pkg
Post-It Notes, 3"x3" (12/Pkg)	2.25/pkg
Push Pins, Assorted (100/Box)	.70/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)	1.21/box
Ruler, 12"	.29/each
Scissors	1.25/each
Sheet Protector, Clear Vinyl (100/Box)	(4.04/box)
Sorter/Rubber Fingertip, Med #11	.29/each 3.44/doz
Staple Remover	0.35/each
Stapler	2.35/each
Staples 5,000/box	.60/box
Stenographer Notebook	0.78/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, Clear Packing 2"	1.00/roll
Tape, Scotch, 1/2"	.80/each
Tape, Scotch, 3/4"	.72/each
Tape Dispenser, Desk	1.29/each
Telephone Message Pad (12/Pkg)	3.25/pkg