

Office Supplies List VOCA-VAWA-S

Address labels	Envelopes	
Adhesive Bandage	File Cabinet	
Antiseptic Wipes	File Folders	
Appointment Cards	File Rotary	
Badge Holders	Fire Extinguisher	
Batteries	Finger-tip	
Binder Clips	Flash drive	
Binders	Folder Partition	
Black Cartridge Part	Folders	
Black Refills for Uni-Ball Pens	Furniture Polish	
Blackboard Eraser	Giant Gem Clips	
Business Card Holder	Gloves Latex	
Business Cards	Glue	
Calculator	Hand Sanitizer	
Calculator Ribbon	Hanging Files	
Calculator Tape	Hanging File Rack	
Calendar	Highlighters	
Card Stock	Hole Punch	
Cell phone case	Index Cards	
CDs	Ink Cartridges	
CD Binder Pages	Insertable Ring Book	
Chargers	Inter Office Envelopes	
Charging cords	Keyboard	
Cleaning/Disinfectant cleanser	Keys	
Clipboard	Labels/Label Maker	
Color Cartridge Part	Lanyards	
Colored Flags	Laptops < \$2,500	
Comb Binding Cover Set	Lead	
Command Hooks & Strips	Laminators	
Copier Paper	Legal Folders	
Copier Stapler/Staples	Legal Pads	
Correction Film Dry Line	Letter Opener	
Cover Report Slide	Liquid Paper	
Desk Calendar	Lysol Cleaner	
Desk Chair	Marker set	
Deskjet toner	Markers Dry Erase	
Disc sleeves	Masks	
Disc	Masking Tape	
Disk Storage Box	Mechanical Pencils	
Dividers	Message pad	
Dry Erase Board	Mouse Pad/Mouse	
Dry Line White - Out	Name badges	
Easel Board	Note Pads	
Easel Post It Pads	Notebooks/Notebook	

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JAP-SAVS 2026-2027
Overhead Marker set
Printer Paper
Paper Clips
Partition Folders: Letter/Legal
Pencil Sharpener
Pencils
Pens
Permanent Marker Set
Post It Note Pads/Post It Flags
Post-it pop-up note dispenser
Personal Protective Equipment/Supplies
Presentation covers
Push Pins
Receive Stamper
Record Boxes
Report Covers
Restroom tissue/towels
Ring sensor alarm for doors < \$2,500
Rubber Bands
Ruler
Printers/Scanners
Scissors
Sharpies
Shredder < \$2,500
Signage - Restricted Area, Exit, Restroom, etc. - No
Smoke/Carbon Dioxide detectors
Sheet Protectors
Stamp Pad
Standing Desk Converter
Stapler
Stapler Remover
Staples
Steno Pads
Storage Boxes/Boxes
Tables (8', 12')
Tape
Tape Dispenser
Canopy Tent < \$ 300.00
Thumb tacks
Thumb drives
Toner
Transparent tape
Transparencies
Wall Pocket



Revised 2/20/2026