

Office Supplies List VOCA-VAWA-SVAP-SAVS 2025-2026

Address labels	File Cabinet Vertical/Horizontal	Overhead Marker set
Adhesive Bandage	File Folders	Printer Paper
Antiseptic Wipes	File Rotary	Paper Clips
Appointment Cards	Fire Extinguisher	Partition Folders: Letter/Legal
Badge Holders	Finger-tip	Pencil Sharpener
Batteries	Flash drive	Pencils
Binder Clips	Folder Partition	Pens
Binders	Folders	Permanent Marker Set
Black Cartridge Part	Furniture Polish	Post It Note Pads/Post It Flags
Black Refills for Uni-Ball Pens	Giant Gem Clips	Post-it pop-up note dispenser
Blackboard Eraser	Gloves Latex	Personal Protective Equipment/Supplies
Business Card Holder	Glue	Presentation covers
Business Cards	Hand Sanitizer	Push Pins
Calculator	Hanging Files	Receive Stamper
Calculator Ribbon	Hanging File Rack	Record Boxes
Calculator Tape	Highlighters	Report Covers
Calendar	Hole Punch	Restroom tissue/towels
Card Stock	Index Cards	Ring sensor alarm for doors < \$2,500
Cell phone case	Ink Cartridges	Rubber Bands
CDs	Insertable Ring Book Indexes	Ruler
CD Binder Pages	Inter Office Envelopes	Printers/Scanners
Chargers	Keyboard	Scissors
Charging cords	Keys	Sharpies
Cleaning/Disinfectant cleanser	Labels/Label Maker	Shredder < \$2,500
Clipboard	Lanyards	Signage - Restricted Area, Exit, Restroom, etc. - No Banners
Color Cartridge Part	Laptops < \$2,500	Smoke/Carbon Dioxide detectors
Colored Flags	Lead	Sheet Protectors
Comb Binding Cover Set	Laminators	Stamp Pad
Copier Paper	Legal Folders	Standing Desk Converter
Copier Stapler/Staples	Legal Pads	Stapler
Correction Film Dry Line	Letter Opener	Stapler Remover
Cover Report Slide	Liquid Paper	Staples
Desk Calendar	Lysol Cleaner	Steno Pads
Desk Chair	Marker set	Storage Boxes/Boxes
Deskjet toner	Markers Dry Erase	Tables (8', 12')
Disc sleeves	Masks	Tape
Disc	Masking Tape	Tape Dispenser
Disk Storage Box	Mechanical Pencils	Canopy Tent < \$ 300.00
Dividers	Message pad	Thumb tacks
Dry Erase Board	Mouse Pad/Mouse	Thumb drives
Dry Line White - Out	Name badges	Toner
Easel Board	Note Pads	Transparent tape
Easel Post It Pads	Notebooks/Notebook Paper	Transparencies
Envelopes	Overhead Marker set	Wall Pocket

Revised 2/24/2025