

Office Supplies List VOCA-VAWA-SVAP-SAVS 2026-2027		
Address labels	Envelopes	Overhead Marker set
Adhesive Bandage	File Cabinet	Printer Paper
Antiseptic Wipes	File Folders	Paper Clips
Appointment Cards	File Rotary	Partition Folders: Letter/Legal
Badge Holders	Fire Extinguisher	Pencil Sharpener
Batteries	Finger-tip	Pencils
Binder Clips	Flash drive	Pens
Binders	Folder Partition	Permanent Marker Set
Black Cartridge Part	Folders	Post It Note Pads/Post It Flags
Black Refills for Uni-Ball Pens	Furniture Polish	Post-it pop-up note dispenser
Blackboard Eraser	Giant Gem Clips	Personal Protective Equipment/Supplies
Business Card Holder	Gloves Latex	Presentation covers
Business Cards	Glue	Push Pins
Calculator	Hand Sanitizer	Receive Stamper
Calculator Ribbon	Hanging Files	Record Boxes
Calculator Tape	Hanging File Rack	Report Covers
Calendar	Highlighters	Restroom tissue/towels
Card Stock	Hole Punch	Ring sensor alarm for doors < \$2,500
Cell phone case	Index Cards	Rubber Bands
CDs	Ink Cartridges	Ruler
CD Binder Pages	Insertable Ring Book	Printers/Scanners
Chargers	Inter Office Envelopes	Scissors
Charging cords	Keyboard	Sharpies
Cleaning/Disinfectant cleanser	Keys	Shredder < \$2,500
Clipboard	Labels/Label Maker	Signage - Restricted Area, Exit, Restroom, etc. - No
Color Cartridge Part	Lanyards	Smoke/Carbon Dioxide detectors
Colored Flags	Laptops < \$2,500	Sheet Protectors
Comb Binding Cover Set	Lead	Stamp Pad
Command Hooks & Strips	Laminators	Standing Desk Converter
Copier Paper	Legal Folders	Stapler
Copier Stapler/Staples	Legal Pads	Stapler Remover
Correction Film Dry Line	Letter Opener	Staples
Cover Report Slide	Liquid Paper	Steno Pads
Desk Calendar	Lysol Cleaner	Storage Boxes/Boxes
Desk Chair	Marker set	Tables (8', 12')
Deskjet toner	Markers Dry Erase	Tape
Disc sleeves	Masks	Tape Dispenser
Disc	Masking Tape	Canopy Tent < \$ 300.00
Disk Storage Box	Mechanical Pencils	Thumb tacks
Dividers	Message pad	Thumb drives
Dry Erase Board	Mouse Pad/Mouse	Toner
Dry Line White - Out	Name badges	Transparent tape
Easel Board	Note Pads	Transparencies
Easel Post It Pads	Notebooks/Notebook Paper	Wall Pocket

Revised 2/20/2026