

Office Supplies List VOCA-VAWA-SVAP-SAVS 2023-2024

Address labels	Envelopes	Notebooks/Notebook Paper
Adhesive Bandage	File Cabinet Vertical/Horizontal	Overhead Marker set
Antiseptic Wipes	File Folders	Printer Paper
Appointment Cards	File Rotary	Paper Clips
Badge Holders	Fire Extinguisher	Partition Folders: Letter/Legal
Batteries	Finger-tip	Pencil Sharpener
Binder Clips	Flash drive	Pencils
Binders	Folder Partition	Pens
Black Cartridge Part	Folders	Permanent Marker Set
Black Refills for Uni-Ball Pens	Furniture Polish	Post It Note Pads/Post It Flags
Blackboard Eraser	Giant Gem Clips	Post-it pop-up note dispenser
Business Card Holder	Gloves Latex	Personal Protective Equipment/Supplies
Business Cards	Glue	Presentation covers
Calculator	Hand Sanitizer	Push Pins
Calculator Ribbon	Hanging Files	Receive Stamper
Calculator Tape	Hanging File Rack	Record Boxes
Calendar	Highlighters	Report Covers
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 Indexes	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 Banners
Color Cartridge Part	Lanyards	Smoke/Carbon Dioxide detectors
Colored Flags	Laptops < \$2,500	Sheet Protectors
Comb Binding Cover Set	Lead	Stamp Pad
Copier Paper	Laminators	Standing Desk Converter
Copier Stapler/Staples	Legal Folders	Stapler
Correction Film Dry Line	Legal Pads	Stapler Remover

Cover Report Slide		Letter Opener		Staples
Desk Calendar		Liquid Paper		Steno Pads
Desk Chair		Lysol Cleaner		Storage Boxes/Boxes
Deskjet toner		Marker set		Tables (8', 12')
Disc sleeves		Markers Dry Erase		Tape
Disc		Masks		Tape Dispenser
Disk Storage Box		Masking Tape		Canopy Tent < \$ 300.00
Dividers		Mechanical Pencils		Thumb tacks
Dry Erase Board		Message pad		Thumb drives
Dry Line White - Out		Mouse Pad/Mouse		Toner
Easel Board		Name badges		Transparent tape
Easel Post It Pads		Note Pads		Transparencies
				Wall Pocket

Revised 10/03/2023