

Basic Office Supplies

Batteries	AA & AAA
Binder Clips	Large (1"), Medium (5/8") & Small (3/8")
Data Storage	CD-R Disks w/ Case
Envelopes	Business, no 10, w/return address Clasp w/return address(6.5x9.5) Clasp w/return address (9x12) Clasp w/return address (10x13)
Folders	Hanging file folders-letter size & Manila folders-1/3 tab
Labels	White, self-adhesive 33up
Notepads	Ruled pad, 8 1/2x11, white
Post It Notes	Yellow 3x3" & Yellow 1 1/2x2"
Paper	Cornell bond-white 8 1/2x11 Xerox-white 8 1/2 x11
Paper Clips	Small paper clips & Large paper clips
Pencils	#2 pencils
Pens/Markers	Red, Black & Blue medium point pens Large, black markers Overhead projector pens- black, red, blue and green
Staples	
Tape	Packaging tape & Scotch tape
Tissues	
Toner	Supplied by the Division and ordered on an as needed basis
Transparencies	Highland or Staples Brand
White Out	Tape & Liquid