

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	Finger-tip	Partition Folders: Letter/Legal
Batteries	Flash drive	Pencil Sharpener
Binder Clips	Folder Partition	Pencils
Binders	Folders	Pens
Black Cartridge Part	Furniture Polish	Permanent Marker Set
Black Refills for Uni-Ball Pens	Giant Gem Clips	Post It Note Pads/Post It Flags
Blackboard Eraser	Gloves Latex	Post-it pop-up note dispenser
Business Card Holder	Glue	PPE
Business Cards	Hand Sanitizer	Presentation covers
Calculator	Hanging Files	Push Pins
Calculator Ribbon	Hanging File Rack	Receive Stamper
Calculator Tape	Highlighters	Record Boxes
Calendar	Hole Punch	Report Covers
Card Stock	Index Cards	Ring sensor alarm for doors < \$2,500
CDs	Ink Cartridges	Rubber Bands
CD Binder Pages	Insertable Ring Book Indexes	Ruler
Chargers	Inter Office Envelopes	Scanners
Charging cords	Keyboard	Scissors
Cleaning/Disinfectant cleanser	Keys	Sharpies
Clipboard	Labels/Label Maker	Shredder < \$2,500
Color Cartridge Part	Lanyards	Signage - Restricted Area, Exit, Restroom, etc. - No Banners
Colored Flags	Laptops < \$2,500	Sheet Protectors
Comb Binding Cover Set	Lead	Stamp Pad
Copier Paper Letter/Legal/Tabloid	Laminators	Standing Desk Converter
Copier Stapler	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	Thumb tacks
Dividers	Mechanical Pencils	Thumb drives
Dry Erase Board	Message pad	Toner
Dry Line White - Out	Mouse Pad/Mouse	Transparent tape
Easel Board	Name badges	Transparencies
Easel Post It Pads	Note Pads	Wall Pocket

Revised 10/03/2023