Supply Order List

Name: _____ Office_____

Item (circle size/color) Multiple choices	**Quantity**
Binders – 3-ring** 1” / 1 ½” / 2”	
Binder Clips (box) Mini / Small / Med /Jumbo	
Paperclips (box) Small / Med / Large	
Envelopes	
Erasers (each)	
Folders (each) Manilla Folders	
Gluesticks (each)	
Highlighters (each) Yellow, Pink, Blue, Green	
Index Cards (pack of 100) 3 x 5 (white) 4 x 6 (white) 5 x 8 (white)	
Markers **Dry Erase:** Black, Blue, Red, Green **Permanent (each):** Black, Red, Green	
Pens (each) Fine: Black, Blue, Red, Green Medium: Black, Blue, Red, Green	

Item (circle size/color) Multiple choices	**Quantity**
Post-It Notes (pack) Small / Medium / Large	
Scissors (each)	
Staple Supplies Stapler (ea) / Staples (box) / Remover (ea)	
Tape Supplies Dispenser (each) Masking Clear Roll refill (box) Packaging (roll)	
Legal Pad	
Ruled Pad (5x8)	
Memo Pad	
Pencils (72/box)	
Color Coding Labels	
White Out Pen	

Misc. Items: **(may need to be approved and ordered; request far enough in advance of your need)**	**Qty**