

# Interoffice memo

## **Edison State Community College**

To: All staff & faculty  
From: Kristina Daum  
Date: 7/27/21  
Re: Supplies for FY 2022 (July 2021-June 2022)

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The following pages are the supply room list for fiscal year 2022

- Please fill out all requisitions in blue or black ink
- Supplies may be ordered & received anytime during the work week
- Please submit paper requisitions to my inbox or mailbox
- Supplies should be available for pickup the following day in purchasing
- Call me at 7833 if you need something urgently

Item Description	Price	Quantity Type
band-aids	\$2.09	80 per box
binder clips small #2	\$0.24	12 per box
binder clips med #5	\$0.54	12 per box
binder clips large #10	\$1.53	12 per box
binder 1/2" blue	\$2.06	ea
binder 1" blue	\$1.49	ea
binder 1.5" blue	\$1.96	ea
binder 2" blue	\$2.26	ea
binder 3" blue	\$5.69	ea
binder .5" view white	\$1.45	ea
binder 1" view white	\$1.59	ea
binder 1.5" view white	\$1.77	ea
book, class record	\$3.81	ea
cleaner, polish,furntr,gen joe,17oz	\$2.99	ea
correction tape, white	\$0.67	ea
envelope, #10 return address	\$20.60	500 per box
envelope, #10 window w/return address	\$22.10	500 per box
envelope, 6"x9" manila	\$34.95	500 per box
envelope, 9"x12" plain	\$26.99	250 per box
envelope, #10 plain	\$12.17	500 per box
envelope, 10"x13" plain, manila	\$26.99	250 per box
envelope, 10"x13" plain, white	\$26.99	250 per box
envelope, interoffice	\$0.23	ea
envelope moistener	\$0.70	ea

Item Description	Price	Quantity Type
eraser for dry erase board	\$2.86	ea
folder, hanging file	\$5.49	25 per box
folder, manila file	\$5.69	100 per box
folder, manila file, right index	\$10.30	100 per box
glue stick	\$0.36	ea
highlighter blue	\$0.26	ea
highlighter green	\$0.28	ea
highlighter pink	\$0.26	ea
highlighter yellow	\$0.26	ea
hole punch, 3 hole	\$4.65	ea
index cards 3"x5" ruled	\$0.50	100 per pkg
index card box	\$5.03	ea
index tabs assorted colors	\$0.39	5 per set
labels, laserjet printer 1" x 2 5/8"	\$7.32	100 sheets per box
labels laserjet printer 3 1/3"x4"	\$6.36	100 sheets per box
legal pads 5"x8" white	\$6.29	12 per pkg
legal pads 5"x8"canary	\$6.29	12 per pkg
legal pads 8.5"x11" white	\$8.28	12 per pkg
legal pads 8.5"x11" canary	\$8.28	12 per pkg
legal pads 8.5"x14" canary	\$13.36	12 per pkg
letterhead full sheet	\$56.90	500 per box
marker, dry erase 4pk color	\$1.98	4 per pkg
marker, dry erase black, bullet	\$4.32	12 per box
marker pen thin black	\$3.89	12 per box
marker pen thin blue	\$4.34	12 per box

Item Description	Price	Quantity Type
marker pen thin green	\$9.08	12 per box
marker pen thin red	\$3.03	12 per box
marker, permanent black broad	\$0.35	ea
paper regular 8.5"x11"		see Betty Blue
paper clamps #1 large	\$1.26	12 per box
paper clamps #2 small	\$2.20	50 per box
paper clips jumbo	\$0.45	100 per box
paper clips standard	\$0.17	100 per box
pen fine black	\$2.36	12 per box
pen medium black	\$1.02	12 per box
pen fine blue	\$1.26	12 per box
pen medium blue	\$1.20	12 per box
pen medium green	\$2.52	12 per box
pen medium red	\$1.30	12 per box
pen visavis black	\$1.17	ea
pen visavis blue	\$1.24	ea
pen visavis green	\$1.24	ea
pen visavis red	\$1.24	ea
pencil #2	\$0.92	12 per box
post it notes 1.5"x2"	\$1.18	12 per pkg
post it notes 3"x3"	\$2.25	12 per pkg
push pins assorted	\$0.78	100 per box
ribbon, calculator black/red	\$2.87	ea
rubber bands #18	\$0.95	460 per box
rubber bands #19	\$1.29	410 per box
rubber bands #33	\$1.34	265 per box
ruler 12"	\$0.33	ea

Item Description	Price	Quantity Type
scissors	\$1.25	ea
sheet protector clear vinyl	\$3.99	100 per box
sorter/rubber fingertip med #11	\$2.96	12 per box
staple remover	\$0.35	ea
stapler	\$2.72	ea
staples	\$0.64	5000 per box
stenographer notebook	\$0.85	ea
storage box 12"x15"x10"	\$3.78	ea
tape, calculator 2.25"	\$0.82	ea
tape, clear packing 2"	\$0.88	roll
tape, scotch .5"	\$0.74	roll
tape, scotch .75"	\$0.76	roll
tape dispenser, desk	\$1.43	ea
telephone message pad	\$3.98	12 per pkg
whiteboard cleaner	\$2.97	ea