

OFFICE SUPPLY/PPE SUPPLY LIST

(If requesting multiple amounts of supplies please include the name of the faculty or staff requesting the item on the OFFICE SUPPLIES REACQUISITION FORM.)

Mold SAFETY SUPPLIES (When ordering Mold Safety Supplies it will always be 2 packs of wipes and 1 bag of Gloves.)	UNIT	LOCATION
Sani-Cloth Disposable Bleach Wipes/ with Gloves	Bundle	Mold

ITEM DESCRIPTION	UNIT	LOCATION
BASIC/MISC. SUPPLIES		
Desk Top Copy Holder	EACH	A - 48
Desk Top Stackers (Set of Two)	EACH	A - 23
File Box with Cover	EACH	E - 17
Folder Class Records	Each	A- 49
Post-it	Each	
Letter Opener	EACH	A - 21
Plain Paper Transparency Film	BOX	A - 7
Push Pins	BOX	A - 20
Scissors	EACH	A - 5
Thumb Tacks	BOX	A - 20
Vertical Organizer	EACH	A - 49
Waste Paper Basket	EACH	A - 49
BINDER SUPPLIES		
Binder 1" (Black)	EACH	A - 63
Binder 2" (Black)	EACH	A - 66
Binder Clips (Small)	BOX	A - 17
Binder Clips (Medium)	BOX	A - 17
Binder Clips (Large)	BOX	A - 17
Binder Index Tabs A-Z	EACH	A - 8
3 Hole Pinch	EACH	A - 5
Reinforcement Tabs (O)	BOX	A - 9
½" X 1" A-Z Index Tabs Labels	PACK	A - 8
CALENDAR SUPPLIES		
Calendar Base (2 7/8" X 3 ¾")	EACH	A - 3
Calendar Refill (2 7/8" X 3 ¾")	EACH	A - 3
Calendar Base (3 ½" X 5 27/32")	EACH	A - 3

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Calendar Refill (3 ½" X 5 27/32")	EACH	A - 3
Calendar – Desk Blotter	EACH	A - 4
Calendar Book – Daily Minder	EACH	A - 3
Calendar Book – Weekly Minder	EACH	A - 3
Chalk SUPPLIES		
Yellow and White Chalk	BOX	A - 38
Chalkboard Erasers	BOX	A - 38
CLIPBOARDS		
Letter size	EACH	A - 14
Legal size	EACH	A - 13
CLIPS		
Butterfly Clips	BOX	A - 17
Paper Clips (Small)	BOX	A - 15
Paper Clips (Large)	BOX	A - 16
Magnetic Clip Dispenser	EACH	A - 15
CORRECTION SUPPLIES		
Correction Fluid	EACH	A - 9
Correction Tape	EACH	A - 9
Cover-Up Labelling Tape	EACH	A - 9
ENVELOPES		
Business #10 – College Letterhead E4	BOX	A - 53
Business #10 – (Window) College Letterhead E7	BOX	A - 52
Kraft 7 ½" X 10 ½" College Letterhead E22	BOX	B – 1 to B -10
Kraft 10" X 13" College Letterhead E21	BOX	B - 13
Kraft 12" X 15" Plain E20	BOX	B - 15
Interoffice – Small	50 CT	A - 56
Interoffice – Large	50 CT	A - 56
FOLDERS		
Hanging - Letter	25 CT	A - 51
Hanging - Legal	25 CT	A - 60
Manilla - Letter	PACK	A - 54
Manilla - Legal	PACK	A - 60
Tabs 3" Poly	PACK	A - 9
Hanging Folder Frame - Letter	EACH	A – 34

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Hanging Folder Frame - Legal	EACH	A - 35 / A - 36
GLUE SUPPLIES		
Elmer's Glue 4 oz.	EACH	A - 10
Glue Stix	EACH	A - 10
Moistener (for envelopes)	EACH	A - 10
INDEX CARD SUPPLIES		
3" X 5" White - Plain	PACK	A - 2
3" X 5" White - Ruled	PACK	A - 2
3" X 5" Multi - Ruled	PACK	A - 2
4" X 6" White - Plain	PACK	A - 1
4" X 6" White - Ruled	PACK	A - 1
4" X 6" Multi - Ruled	PACK	A - 2
5" X 8" White - Plain	PACK	A - 2
5" X 8" White - Ruled	PACK	A - 1
5" X 8" Multi - Ruled	PACK	A - 1
INDEX CARD DIVIDERS		
5" X 3" A to Z Index Dividers	PACK	A - 8
5" X 8" A to Z Index Card Dividers	PACK	A - 8
LABELS		
2" x 4" Laser/Inkjet Labels (Sheet)	BOX	A - 7
1" X 2 ¾" Laser/Inkjet Labels (Sheet)	BOX	A - 7
WHITE BOARD SUPPLIES		
Dry Erase Chisel – Multi Pack	PACK	A - 41
Dry Erase Fine – Multi Pack	PACK	A - 41
White Board Erasers	BX	A - 42
Marker Supplies		
Highlighter (Yellow)	BOX	A - 40
Felt Tip – Fine (Black)	BOX	A - 42
Felt Tip – Fine (Blue)	BOX	A - 42
Felt Tip – Fine (Red)	BOX	A - 42
Permanent -Chisel Point (Black)	BOX	A - 39
Permanent – Chisel Point (Blue)	BOX	A - 39
Permanent – Chisel Point (Green)	BOX	A - 39
Permanent – Chisel Point (Red)	BOX	A - 39

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Permanent – Fine (Black)	BOX	A - 40
Permanent – Fine (Blue)	BOX	A - 40
Exam Booklets Supplies		
Blue Exam Booklets (50 Per Pack)	PACK	A - 56
Writing Pad Supplies		
3" X 5" Scratch Pad – Plain	PACK	A - 29
5" X 8" Scratch Pad - Plain	PACK	A - 30
5" X 8" Scratch Pad – Ruled	PACK	A - 30
6" X 9" Steno Pads	EACH	A - 31
Letter – Lined Pads (White Only)	EACH	A - 32
Legal – Lined Pads (White Only)	EACH	A - 32
While You Were Out – Multicolor	EACH	A - 6
Printing Paper Supplies		
Farmingdale State College Letterhead 8 1/2" X 11"		E - 22
8 1/2" X 11" White Copy Paper (10 Reams to a Case)	CASE	D - 8 / D - 10
8 1/2" X 11" Blue Copy Paper	REAM	C - 11
8 1/2" X 11" Canary Copy Paper	REAM	C - 14
8 1/2" X 11" Green Copy Paper	REAM	C - 9
8 1/2" X 11" Ivory Copy Paper	REAM	C - 5
8 1/2" X 11" Pink Copy Paper	REAM	C - 17
8 1/2" X 14" White Copy Paper	REAM	C - 18
11" X 17" White Copy Paper	REAM	C - 12
PENCIL SUPPLIES		
No. 2 Pencils	BOX	A - 43
Hand Pencil Sharpener	EACH	A - 43
PENS		
Medium Point (Black)	BOX	A - 44
Medium Point (Blue)	BOX	A - 44
Medium Point (Red)	BOX	A - 44
RUBBER BANDS		
Assorted Sizes	PACK	A - 7
Size 33	PACK	A - 7
Size 64	PACK	A - 7

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RULERS		
Wooden 12"	EACH	A - 22
Metal 18"	EACH	A - 22
STAMPS/INK SUPPLIES		
Date Stamp	EACH	A - 12
Felt Stamp Pad – Small (Red)	EACH	A - 12
Felt Stamp Pad – Large (Red)	EACH	A - 12
Felt Stamp Pad – Small (Black)	EACH	A - 12
Felt Stamp Pad – Large (Black)	EACH	A - 12
Red Ink (Roll-On)	EACH	A - 12
Black Ink (Roll-On)	EACH	A - 12
STAPLE SUPPLIES		
Desk Stapler	EACH	A - 19
Standard Staples	EACH	A - 19
Staple Remover	EACH	A - 19
TAPE SUPPLIES		
Desk Tape Dispenser	EACH	A - 20
Hand Tape Dispenser	EACH	A - 20
Clear Tape Refill ¾" Roll	ROLL	A - 21
Masking Tape 1"	ROLL	A - 21
Masking Tape 2"	ROLL	A - 21
<u>TIMECARDS SUPPLIES</u>		
Timecards (Green)	EACH	A - 27
Timecards (Tan)	EACH	A - 26
Timecards (White)	EACH	A - 27
Timecards (Yellow)	EACH	A - 26
Leave Slips	EACH	A - 23