OFFICE INVENTORY

ITEM #	UNIT	DESCRIPTION
HIGHLIGHTERS		
051168	BX	Stick Highlighters, Chisel Tip, Yellow, 12/BX
459112	PK	Stick Highlighter with Grip, Chisel Tip, Assorted Colors (5/Pack)
051165	BX	Tank Highlighter, Chisel Tip, Fluorescent Yellow, 12/BX
739318	BX	Tank Highlighter, Chisel Tip, Assorted, 12/BX
PENS		
536226	BX	**Zebra Pens (Black Ink) 1.0mm**
639710	BX	**Pentel EnerGel RTX Retractable Gel Pens, Medium Point, 0.7mm, Black Ink, 12/BX**
648102	BX	**Pilot G2 Retractable Gel Pens, Bold Point, 1.0mm, Black Ink, 12/BX**
123372	BX	**BIC Round Stic Xtra-Life Ballpoint Pen, Medium Point, 1.0mm, Black Ink, 12/BX**
429174	BX	**Pilot G2 Retractable Gel Pens, Fine Point, 0.7mm, Black Ink, 12/BX**
612918	BX	**Pentel WOW! Retractable Ballpoint Pens, Medium Point, Red Ink, 12/BX**
648104	BX	**Pilot G2 Retractable Gel Pens, Bold Point, Red Ink, 12/BX**
123315	BX	**BIC Round Stic Xtra-Life Ballpoint Pen, Medium Point, 1.0mm, Blue Ink, 12/BX**
PENBL77C	BX	**Pentel EnerGel Retractable Gel Pen, Medium Point, Blue Ink, 12/BX**
424575	BX	**Pilot G2 Retractable Gel Pens, Fine Point, 0.7mm, Blue Ink, 12/BX**
563223	BX	**Zebra Z-Grip Retractable Ballpoint Pen, Medium Point, 1.0mm, Blue Ink, 12/BX**
612919	BX	**Pentel WOW! Retractable Ballpoint Pens, Medium Point, Blue Ink, 12/BX**
648103	BX	**Pilot G2 Retractable Gel Pens, Bold Point, 1.0mm, Blue Ink, 12/BX**
424576	BX	**Pilot G2 Retractable Gel Pens, Fine Point, 0.7mm, Red Ink, 12/BX**
2273772	PK	**Pentel EnerGel RTX Retractable Gel Pen, Medium Point, 0.7mm, Red Ink, 3/Pack**
123455	BX	**BIC Round Stic Xtra Life Ballpoint Pens, Medium Point, 1.0mm, Red Ink, 12/BX**
MARKERS		
642736	BX	Sharpie Permanent Marker, Ultra Fine Tip, Black, 12/BX
125369	BX	Sharpie Permanent Marker, Fine Tip, Red, 12/BX
125328	BX	Sharpie Permanent Marker, Fine Tip, Black, 12/BX
036619	BX	Sharpie King Size Tank Permanent Marker, Chisel Tip, Black, 12/BX

BATTERIES		
0215008	EA	AA Cell Size Duracell® Procell® Alkaline Battery
0215010	EA	AAA Cell Size Duracell® Procell® Alkaline Battery
0215007	EA	C Cell Size Duracell® Procell® Alkaline Battery
0215006	EA	D Cell Size Duracell® Procell® Alkaline Battery
0215009	EA	9V Cell Size 9V Duracell® Procell® Alkaline Battery
ENVELOPES		
N/A	BX	CPH Return #9 Envelopes 500/BX
N/A	BX	CPH Envelopes with Window 500/BX
N/A	BX	CPH Envelopes without Window 500/BX
534826	BX	Staples Self Seal Kraft Catalog Envelopes, 12" x 15.5", Brown, 100/Box
381970	BX	Staples QuickStrip Kraft Self Seal Catalog Envelopes, 9" x 12", Brown, 100/Box
381964	BX	Staples Self Seal Kraft Catalog Envelopes, 6” x 9”, Brown, 100/Box
WRITING PADS		
129957	PK	1 3/8" x 1 7/8", Canary Collection, 100 Sheet/Pad, 12 Pads/Pack
421818	PK	1 3/8" x 1 7/8", Poptimistic Collection, 100 Sheet/Pad, 12 Pads/Pack
490943	PK	4" x 6", Beachside Café Collection, Lined, 100 Sheet/Pad, 5 Pads/Pack
558253	PK	Super Sticky Notes, 4" x 6", Canary Collection, Lined, 90 Sheet/Pad, 5 Pads/Pack
490610	PK	3" x 3", Beachside Café Collection, 100 Sheet/Pad, 12 Pads/Pack
130005	PK	3" x 3", Canary Collection, 100 Sheet/Pad, 12 Pads/Pack
653415	PK	POP-UP Notes, 3" x 3", Canary Collection, 90 Sheet/Pad, 12 Pads/Pack
504023	PK	POP-UP Notes, 3" x 3", Poptimistic Collection, 100 Sheet/Pad, 12 Pads/Pack
823291	PK	Legal Pad Notepads, 8.5" x 11.75", Wide, White, 50 Sheets/Pad, 12 Pads/Pack
818798	PK	Legal Junior Notepads, 5" x 8", Narrow Ruled, White, 50 Sheets/Pad, 12 Pads/Pack
497017	PK	Steno Pad, 6" x 9", Gregg Ruled, White, 80 Sheets/Pad, Dozen
MISC OFFICE SUPPLIES		
135848	CS	TRU RED™ 8.5" x 11" Copy Paper, 20 lbs., 500 Sheets/Ream, 10 Reams/Carton (TR56958)
116657	BX	Staples 30% Recycled File Folders, 1/3-Cut Tab, Letter Size, Manila, 100/Box
266262	BX	Staples Hanging File Folder, 1/5-Cut Tab, Letter Size, Standard Green, 50/Box
24423014	EA	Spiral 1-Subject Notebook, 8" x 10.5", Wide Ruled, 100 Sheets, Assorted Colors
809556	EA	Scotch Magic Invisible Clear Tape Refill, 0.75" x 27.77 yds., 1" Core, Clear

817196	EA	Scotch Desktop Tape Dispenser, 1"Core, Black
504274	EA	Desktop Stapler, 20-Sheet Capacity, Black
24418175	BX	Standard Staples, 1/4" Leg Length, 5000/Box
24418179	EA	Claw Staple Remover, Black
472480	BX	Smooth Standard Paper Clips, Silver, 100 Clips/BX
472514	BX	Jumbo Paper Clips, Silver, 100 Clips/BX
831610	PK	Large Binder Clips, 1" Capacity, Black, 12 Clips/Pack
395200	PK	Medium Binder Clips, 0.63" Capacity, Black 12 Clips/Pack
480114	PK	Small Binder Clips, 0.38" Capacity, Black 12Clips/Pack
808592	PK	#19 Rubber Bands, 1500/Pack
808618	PK	#32 Rubber Bands, 900/Pack
808659	PK	#64 Rubber Bands, 3-1/2"x1/4", 380/Pack
815014	EA	Concealed Blade Letter Opener, Black
24403732	EA	All Purpose 8" Stainless Steel Standard Scissors
919869	PK	Slide Locking Report Cover, Letter Size, Black, 5/Pack
40713	BX	Staples Standard Weight Sheet Protectors, 8.5" x 11", Clear, 100/Box (10524)
5160	BX	Avery Easy Peel Laser Address Labels, 1" x 2 5/8", Matte White, 3000 Labels/Box
5163	BX	Avery TrueBlock Laser Shipping Labels, 2" x 4", Matte White, 1000 Labels/Box
5167	BX	Avery Easy Peel Laser Return Address Labels, 1/2" x 1-3/4", White, 8000 Labels/Pack
4A803	EA	Utility Knife: 6 in Overall Lg, Steel Std Tip, Plain, Metal, Gray
495492	EA	Heavy Duty Packing Tape with Dispenser, 1.88" x 22.2 yds.
24611223	EA	6-Outlet Surge Protector, 8'
2841806	EA	Packing Tape , 1.88" x 54.6 yds., Clear
24649590	EA	Electronics Air Duster (Compressed Air Cans)
495740	BX	2-Pocket Portfolio Folders, Blue, 25/Box
483018	PK	BIC Wite-Out EZ Correct Correction Tape, White, 10/Pack
24592909	EA	Durable Dry Erase Eraser, Black
474335	PK	Expo Dry Erase Markers, Chisel Tip, Assorted Colors, 8/Pack
SAN86601A	PK	Expo Dry Erase Marker, Fine Tip, Assorted Colors, 8/Pack (86601)
2764241	PK	Quartet Glass Board Dry Erase Markers, Bullet Tip, Assorted,
BWK28QTWBBLA	EA	Soft-Sided Wastebasket, 28 qt, Plastic, Black, Trash Can

HYGIENE INVENTORY

ITEM #	UNIT	DESCRIPTION
GOJ365912CT	EA	PURELL Hand Sanitizer Refreshing Gel, 12 oz Pump Bottle, Clean Scent
RAC77182CT	EA	LYSOL® Brand Disinfecting Wipes, 1 Ply, 7 x 7.25, Lemon and Lime Blossom, White, 80 Wipes/EA
951500 2400	CS	Kleenex® C-Fold Paper Towel - 10.125" x 13.15", White
KCC21400	CS	Kleenex® White Facial Tissue for Business, Pop-Up Box, 2-Ply, 90 Sheets/Box, 36 Boxes/Carton

2027 CALENDARS AND PLANNERS

ITEM #	UNIT	DESCRIPTION
24679093	EA	8.5" x 11" Calendar Year Weekly & Monthly Standard Planner, Plastic Cover, Charcoal 100008-27
24682263	EA	8.5" x 11" Calendar Year Weekly & Monthly Planner, Plastic Cover 111289-27
24680783	EA	5" x 8" Weekly & Monthly Planner, Faux Leather Cover, Charcoal 70-100X-45-27
24665575	EA	8" x 11" Daily Appointment Book, Plastic Cover, Black ST21487-27
24677187	EA	5" x 8" Daily Appointment Book, Faux Leather Cover, Black SK44-00-27
24663644	EA	21.75" x 17" Monthly Desk Pad Calendar, Black ST12951-27
24677233	EA	8" x 11" Monthly Wall Calendar, White/Purple PM1-28-27
24677160	EA	36" x 24" Yearly Dry Erase Wall Calendar, Reversible, White/Red PM26-28-27