

# IT Department Office Supplies List

M.A.O.S.  
Janice Hammer

Items	Qty	Descriptions
Pens	5	BIC Atlantis Exact Retractable Ball Pens, Fine Point (0.7 mm), BIC VEGN11BK 12-Count 11.98 DZ
Pencils	10	Pentel® Twist-Erase® III Mechanical Pencil, 0.7mm, PEW 0AE517A #2 Lead, Black Barrel 2.85 ea
Highlighters	4	Hyge Stick Highlighters, Chisel, Assorted, 5/Pack UNN 08850 1.99 ST
Permanent markers	4	Sharpie® Permanent Marker, Fine Point, Black Ink - SAN 30001 Pkg Qty 12 8.24 DZ
Permanent markers	2	48 Colors Permanent Markers, Fine Point, Assorted Colors, Works on Plastic, Wood, Stone, Metal and Glass for Doodling, Coloring, Marking by Shuttle Art No BID
Paper clips	4	UNN-782208X Gem Clips, Jumbo, 100/Box .50 BX
Binder clips	10	Mini Binder Clips, 1/4" Capacity, Black, 12/Box .24 DZ
Stapler	2	Swingline Desktop Stapler, 20 Sheet Capacity 13.17 ea
Staples	20	Staples, Standard, 1/4 In Leg 2.47 BX
Tape dispenser	3	Scotch Desktop Tape Dispenser Silvertech 2.48 ea
Tape for Dispenser	5	Scotch Magic Tape, 12 Rolls, Numerous Applications, Invisible, Engineered for Repairing, 3/4 MMM 810K17- x 1000 Inches, Boxed 25.79 RK
Zip Ties	10	Assorted Cable Tie Kits 3.03 RK
3 hole punch		Swingline 2-3 Hole Punch, Semi-Adjustable, Light Duty Hole Puncher, 10 Sheet Punch Capacity 11.07 ea
Desk drawer organizer	4	Drawer Tray Organizer 14.97 ea
Desk Drawer Organizer	4	Rolodex Pencil & Accessory Holder, Black Steel 11.30 ea
Desk Drawer Organizer	4	Unbreakable 3-Pocket Plastic Letter Wall File, Black
Stamps	5	Custom Self-Inking Stamps 20.35 BX

<ul style="list-style-type: none"> <li>• Notepads <i>TOP 7532</i></li> </ul>	4	<ul style="list-style-type: none"> <li>• Notebooks <i>TOP 7532</i></li> </ul>	<ul style="list-style-type: none"> <li>• Notebooks <i>TOP 7532</i></li> </ul>
<ul style="list-style-type: none"> <li>• AA Batteries <i>DUR PC 1500CT</i></li> <li>• AAA Batteries <i>DUR PC 2400BKD</i></li> <li>• 9 Volt Batteries <i>DUR PC 1604BKD</i></li> </ul>	3	<ul style="list-style-type: none"> <li>• AA Batteries <i>DUR PC 1500CT</i></li> <li>• AAA Batteries <i>DUR PC 2400BKD</i></li> <li>• 9 Volt Batteries <i>DUR PC 1604BKD</i></li> </ul>	<ul style="list-style-type: none"> <li>• AA Batteries <i>DUR PC 1500CT</i></li> <li>• AAA Batteries <i>DUR PC 2400BKD</i></li> <li>• 9 Volt Batteries <i>DUR PC 1604BKD</i></li> </ul>
<ul style="list-style-type: none"> <li>• Printer ink/toner/cartridges <i>HEW W1143AD</i></li> </ul>	2	<ul style="list-style-type: none"> <li>• Printer ink/toner/cartridges <i>HEW W1143AD</i></li> </ul>	<ul style="list-style-type: none"> <li>• Printer ink/toner/cartridges <i>HEW W1143AD</i></li> </ul>
<ul style="list-style-type: none"> <li>• Printer ink/toner/cartridges <i>ERS 512XLBCS</i></li> <li>• 3 ring binders <i>UNV 209162</i></li> <li>• Calendar <i>NO BID</i></li> <li>• White board or bulletin board</li> </ul>	2	<ul style="list-style-type: none"> <li>• Printer ink/toner/cartridges <i>ERS 512XLBCS</i></li> <li>• 3 ring binders <i>UNV 209162</i></li> <li>• Calendar <i>NO BID</i></li> <li>• White board or bulletin board</li> </ul>	<ul style="list-style-type: none"> <li>• Printer ink/toner/cartridges <i>ERS 512XLBCS</i></li> <li>• 3 ring binders <i>UNV 209162</i></li> <li>• Calendar <i>NO BID</i></li> <li>• White board or bulletin board</li> </ul>
<ul style="list-style-type: none"> <li>• Power strip/surge protector <i>NO BID</i></li> </ul>	3	<ul style="list-style-type: none"> <li>• Power strip/surge protector <i>NO BID</i></li> </ul>	<ul style="list-style-type: none"> <li>• Power strip/surge protector <i>NO BID</i></li> </ul>
<ul style="list-style-type: none"> <li>• Power strip/surge protector <i>NK 73304</i></li> </ul>	6	<ul style="list-style-type: none"> <li>• Power strip/surge protector <i>NK 73304</i></li> </ul>	<ul style="list-style-type: none"> <li>• Power strip/surge protector <i>NK 73304</i></li> </ul>

MMM W5419SSAN 14.35 PK  
 Marrakesh Sticky notes  
 MMM W5419SSWC - Rio 14.91 PK

Post-it Super Sticky Notes, 3x3 in, 15 Pads, 2x the  
 Sticking Power, Marrakesh and Rio de Janeiro  
 Collection, Bright Primary Colors (Orange, Red, Pink,  
 Blue, Green, Yellow)

Writing Pads, 8-1/2" x 11-3/4", Legal Ruled, 50  
 Sheets, Canary, Pack Of 12 Pads *13.38 PZ*

Energizer Bulk AA Batteries Alkaline 144/Case 40.13CT  
 Energizer Bulk AAA Batteries Alkaline 144/Case *10.68 BX*  
 Energizer Max Alkaline 9 Volt, 24 Pack *14.80 BX*

(Compatible 2-pack: 2,500-page Black Toner Cartridge  
 Reload Kit, (Alternative for HP W1143AD, W1143A, 143A)  
 Epson wf-7820/wf-7840 *91.44 PK*  
 Standard 1" 3-Ring View Binder *1.11 ea*  
 Desk/ Wall 2021 Calendar  
 Dry-Erase Whiteboard, 11" x 16 *17.80 ea*

12 Outlet Power Strip and Surge Protector with 15-ft  
 Cord, 20Amp

6 Outlet Surge Protector Power Strip with 6 ft. Cord

28.98 PK  
 10.99 ea

*M.A.O.S. Print Shop*

## IT Department Office Supplies List

Items	Qty	Descriptions
Pens	5	BIC Atlantis Exact Retractable Ball Pens, Fine Point (0.7 mm), 12-Count
Pencils	10	Pentel® Twist-Erase® III Mechanical Pencil, 0.7mm, #2 Lead, Black Barrel
Highlighters	4	Hype Stick Highlighters, Chisel, Assorted, 5/Pack
Permanent markers	4	Sharpie® Permanent Marker, Fine Point, Black Ink - Pkg Qty 12
Permanent markers	2	48 Colors Permanent Markers, Fine Point, Assorted Colors, Works on Plastic, Wood, Stone, Metal and Glass for Doodling, Coloring, Marking by Shuttle Art
Paper clips	4	Gem Clips, Jumbo, 100/Box
Binder clips	10	Mini Binder Clips, 1/4" Capacity, Black, 12/Box
Stapler	2	Swingline Desktop Stapler, 20 Sheet Capacity
Staples	20	Staples, Standard, 1/4 In Leg
Tape dispenser	3	Scotch Desktop Tape Dispenser Silvertech
Tape for Dispenser	5	Scotch Magic Tape, 12 Rolls, Numerous Applications, Invisible, Engineered for Repairing, 3/4 x 1000 Inches, Boxed
Zip Ties	10	Assorted Cable Tie Kits
3 hole punch		Swingline 2-3 Hole Punch, Semi-Adjustable, Light Duty Hole Puncher, 10 Sheet Punch Capacity
Desk drawer organizer	4	Drawer Tray Organizer
Desk Drawer Organizer	4	Rolodex Pencil & Accessory Holder, Black Steel
Desk Drawer Organizer	4	Unbreakable 3-Pocket Plastic Letter Wall File, Black
Stamps	5	Custom Self-Inking Stamps <i>Ideal</i>

#4913 = \$21<sup>00</sup> Each

<ul style="list-style-type: none"> <li>• Sticky notes</li> </ul>	4	Post-it Super Sticky Notes, 3x3 in, 15 Pads, 2x the Sticking Power, Marrakesh and Rio de Janeiro Collection, Bright Primary Colors (Orange, Red, Pink, Blue, Green, Yellow)
<ul style="list-style-type: none"> <li>• Notepads</li> </ul>	5	Writing Pads, 8-1/2" x 11-3/4", Legal Ruled, 50 Sheets, Canary, Pack Of 12 Pads
AA Batteries	3	Energizer Bulk AA Batteries Alkaline 144/Case
AAA Batteries	3	Energizer Bulk AAA Batteries Alkaline 144/Case
9Volt Batteries	4	Energizer Max Alkaline 9 Volt, 24 Pack
<ul style="list-style-type: none"> <li>• Printer ink/toner/cartridges</li> </ul>	2	(Compatible 2-pack: 2,500-page Black Toner Cartridge Reload Kit, (Alternative for HP W1143AD, W1143A, 143A)
<ul style="list-style-type: none"> <li>• Printer ink/toner/cartridges</li> </ul>	2	Epson wf-7820/wf-7840
<ul style="list-style-type: none"> <li>• 3 ring binders</li> </ul>	10	Standard 1" 3-Ring View Binder
<ul style="list-style-type: none"> <li>• Calendar</li> </ul>	4	Desk/ Wall 2021 Calendar
<ul style="list-style-type: none"> <li>• White board or bulletin board</li> </ul>	4	Dry-Erase Whiteboard, 11" x 16
Small List of Equipment		
<ul style="list-style-type: none"> <li>• Power strip/surge protector</li> </ul>	3	12 Outlet Power Strip and Surge Protector with 15-ft Cord, 20Amp
<ul style="list-style-type: none"> <li>• Power strip/surge protector</li> </ul>	6	6 Outlet Surge Protector Power Strip with 6 ft. Cord

