

ITEM	QUANTITY ORDERED	ITEM	QUANTITY ORDERED
Surge Protector	short cord	Note Pads	legal
	long cord		small/pocket
NCD Retain Tags	5 sections		scratch
	reject/retain - yellow		steno
Thermometers	dial(meat)	Paper	white/copy
	digital(ante mortem)		color - specify
	infrared		photo
OTHER EQUIPMENT/SUPPLIES		Pencil	#2
			mechanical
		Pens	black
			blue
			red
		Post-it Notes	3 x 3
Clips	paper small		small 1 1/2 x 2
	large paper clips		large 3 x 5
	small binder clips	Post-it Colored Flags	
	medium binder clips	Printer Cartridges	
	large binder clips		#62 Black
Correction Fluid			#62 Tri-color
Clipboards			#952 Black
Envelopes	regular - white		#952 Color
	9" x 12" brown		#94
	small brown		#95
	xl brown		#940 Black
Erasers - pink			#940 Color
File Folders	regular	Punch	1 hole
	hanging		2 hole
	compliance		3 hole
	frame for file drawer	Rubber Bands	regular
Flash Drive			large
Highlighter	yellow	Ruler	
	green	Scissors	
	pink	Sheet Protectors	
	blue	Stamp Pad/Ink	black pad
Labels	return addressed		red pad
	supervisor's		ink - black
	blank		ink - red
Laminating Sheets		Stapler - small	
Marker - black			staple remover
Notebook	1"	Tabs - dividers (specifi)	
	1 1/2"	Tape Roll	clear 3/4" dispensers - plastic
	3"	Thumb Tacks/Push Pins	