



Executive Office of the President  
Office of Administration

Fax Orders to: 395-4562

Telephone x52622

## Requisition for Supplies

|                     |  |  |  |                 |  |  |  |               |  |             |  |                                                                                                                                |  |  |  |         |  |               |  |          |  |
|---------------------|--|--|--|-----------------|--|--|--|---------------|--|-------------|--|--------------------------------------------------------------------------------------------------------------------------------|--|--|--|---------|--|---------------|--|----------|--|
| Requestor's Name    |  |  |  |                 |  |  |  |               |  | Date        |  |                                                                                                                                |  |  |  |         |  |               |  |          |  |
| Account Code        |  |  |  | Agency/Division |  |  |  | Building/Room |  |             |  | Phone                                                                                                                          |  |  |  | Fax No. |  |               |  |          |  |
| J 1 2 3             |  |  |  | OPD DPC         |  |  |  |               |  |             |  |                                                                                                                                |  |  |  |         |  |               |  |          |  |
| Catalog Item Number |  |  |  |                 |  |  |  | Catalog Page  |  | Description |  |                                                                                                                                |  |  |  |         |  | Unit of Issue |  | Quantity |  |
|                     |  |  |  |                 |  |  |  |               |  |             |  |                                                                                                                                |  |  |  |         |  |               |  |          |  |
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|                     |  |  |  |                 |  |  |  |               |  |             |  | Approving Official (Print)                                                                                                     |  |  |  |         |  |               |  |          |  |
|                     |  |  |  |                 |  |  |  |               |  |             |  | Approving Official's Signature (I certify that the items listed on this slip are for official business of the U.S. Government) |  |  |  |         |  |               |  |          |  |

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| Requestor's Name                                                                                                               |  |  |                 |  |  |  |               |              |             | Date |         |               |          |
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| J 1 2 3                                                                                                                        |  |  | OPD DPC         |  |  |  |               |              |             |      |         |               |          |
| Catalog Item Number                                                                                                            |  |  |                 |  |  |  |               | Catalog Page | Description |      |         | Unit of Issue | Quantity |
|                                                                                                                                |  |  |                 |  |  |  |               |              |             |      |         |               |          |
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|--------------------------------------------------------------------------------------------------------------------------------|--|--|------------------------------|--|--|--|---------------|--------------|-------------|------|---------|--|---------------|----------|
| Requestor's Name                                                                                                               |  |  |                              |  |  |  |               |              |             | Date |         |  |               |          |
| Account Code<br>J   1   2   3                                                                                                  |  |  | Agency/Division<br>OPD   DPC |  |  |  | Building/Room |              | Phone       |      | Fax No. |  |               |          |
| Catalog Item Number                                                                                                            |  |  |                              |  |  |  |               | Catalog Page | Description |      |         |  | Unit of Issue | Quantity |
|                                                                                                                                |  |  |                              |  |  |  |               |              |             |      |         |  |               |          |
|                                                                                                                                |  |  |                              |  |  |  |               |              |             |      |         |  |               |          |
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|-------------------------------|--|--|--|--|------------------------------|--|--|--|--|---------------|--|--------------------------------------------------------------------------------------------------------------------------------|--|--|-------|--|--|--|--|---------|--|---------------|--|----------|--|--|--|--|--|
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| Catalog Item Number           |  |  |  |  |                              |  |  |  |  | Catalog Page  |  | Description                                                                                                                    |  |  |       |  |  |  |  |         |  | Unit of Issue |  | Quantity |  |  |  |  |  |
|                               |  |  |  |  |                              |  |  |  |  |               |  |                                                                                                                                |  |  |       |  |  |  |  |         |  |               |  |          |  |  |  |  |  |
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|                               |  |  |  |  |                              |  |  |  |  |               |  | Approving Official (Print)                                                                                                     |  |  |       |  |  |  |  |         |  |               |  |          |  |  |  |  |  |
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|---------------------|--|--|--|-----------------|--|--|--|--------------|--|---------------|--|--------------------------------------------------------------------------------------------------------------------------------|--|-------|--|--|--|---------|--|---------------|--|----------|--|
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| J 1 2 3             |  |  |  | OPD DPC         |  |  |  |              |  |               |  |                                                                                                                                |  |       |  |  |  |         |  |               |  |          |  |
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|                     |  |  |  |                 |  |  |  |              |  |               |  |                                                                                                                                |  |       |  |  |  |         |  |               |  |          |  |
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|                     |  |  |  |                 |  |  |  |              |  |               |  | Approving Official (Print)                                                                                                     |  |       |  |  |  |         |  |               |  |          |  |
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|                                                                                                                                |  |  |                 |  |  |  |               |              |             |       |  |         |               |          |
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|                                                                                                                                |  |  |                 |  |  |  |               |              |             |       |  |         |               |          |
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|                               |  |  |                              |             |  |               |                                                                                                                                |  |       |               |          |  |
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|                               |  |  |                              |             |  |               |                                                                                                                                |  |       |               |          |  |
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- Revised 4/97



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|-------------------------------|--|--|--|--|------------------------------|--|--|--|--|---------------|--|--------------------------------------------------------------------------------------------------------------------------------|--|--|-------|--|--|--|--|---------|--|---------------|--|----------|--|
| Requestor's Name              |  |  |  |  |                              |  |  |  |  | Date          |  |                                                                                                                                |  |  |       |  |  |  |  |         |  |               |  |          |  |
| Account Code<br>J   1   2   3 |  |  |  |  | Agency/Division<br>OPD   DPC |  |  |  |  | Building/Room |  |                                                                                                                                |  |  | Phone |  |  |  |  | Fax No. |  |               |  |          |  |
| Catalog Item Number           |  |  |  |  |                              |  |  |  |  | Catalog Page  |  | Description                                                                                                                    |  |  |       |  |  |  |  |         |  | Unit of Issue |  | Quantity |  |
|                               |  |  |  |  |                              |  |  |  |  |               |  |                                                                                                                                |  |  |       |  |  |  |  |         |  |               |  |          |  |
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|                               |  |  |  |  |                              |  |  |  |  |               |  | Approving Official (Print)                                                                                                     |  |  |       |  |  |  |  |         |  |               |  |          |  |
|                               |  |  |  |  |                              |  |  |  |  |               |  | Approving Official's Signature (I certify that the items listed on this slip are for official business of the U.S. Government) |  |  |       |  |  |  |  |         |  |               |  |          |  |

- Revised 4/97



Executive Office of the President  
Office of Administration

Fax Orders to: 395-4562

Telephone x52622

## Requisition for Supplies

|                     |  |                 |  |               |  |                                                                                                                                |             |         |               |          |
|---------------------|--|-----------------|--|---------------|--|--------------------------------------------------------------------------------------------------------------------------------|-------------|---------|---------------|----------|
| Requestor's Name    |  |                 |  |               |  | Date                                                                                                                           |             |         |               |          |
| Account Code        |  | Agency/Division |  | Building/Room |  | Phone                                                                                                                          |             | Fax No. |               |          |
| J 1 1 2 3           |  | OPD DPC         |  |               |  |                                                                                                                                |             |         |               |          |
| Catalog Item Number |  |                 |  |               |  | Catalog Page                                                                                                                   | Description |         | Unit of Issue | Quantity |
|                     |  |                 |  |               |  |                                                                                                                                |             |         |               |          |
|                     |  |                 |  |               |  |                                                                                                                                |             |         |               |          |
|                     |  |                 |  |               |  |                                                                                                                                |             |         |               |          |
|                     |  |                 |  |               |  |                                                                                                                                |             |         |               |          |
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|                     |  |                 |  |               |  |                                                                                                                                |             |         |               |          |
|                     |  |                 |  |               |  |                                                                                                                                |             |         |               |          |
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|                     |  |                 |  |               |  |                                                                                                                                |             |         |               |          |
|                     |  |                 |  |               |  | Approving Official (Print)                                                                                                     |             |         |               |          |
|                     |  |                 |  |               |  | Approving Official's Signature (I certify that the items listed on this slip are for official business of the U.S. Government) |             |         |               |          |

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**Fax Orders to: 395-4562**

Telephone x52622

|                       |  |  |  |  |                            |  |  |  |  |               |  |                                                                                                                                |  |  |       |  |  |  |  |         |  |               |  |          |  |  |  |  |  |
|-----------------------|--|--|--|--|----------------------------|--|--|--|--|---------------|--|--------------------------------------------------------------------------------------------------------------------------------|--|--|-------|--|--|--|--|---------|--|---------------|--|----------|--|--|--|--|--|
| Requestor's Name      |  |  |  |  |                            |  |  |  |  | Date          |  |                                                                                                                                |  |  |       |  |  |  |  |         |  |               |  |          |  |  |  |  |  |
| Account Code<br>J1123 |  |  |  |  | Agency/Division<br>OPD DPC |  |  |  |  | Building/Room |  |                                                                                                                                |  |  | Phone |  |  |  |  | Fax No. |  |               |  |          |  |  |  |  |  |
| Catalog Item Number   |  |  |  |  |                            |  |  |  |  | Catalog Page  |  | Description                                                                                                                    |  |  |       |  |  |  |  |         |  | Unit of Issue |  | Quantity |  |  |  |  |  |
|                       |  |  |  |  |                            |  |  |  |  |               |  |                                                                                                                                |  |  |       |  |  |  |  |         |  |               |  |          |  |  |  |  |  |
|                       |  |  |  |  |                            |  |  |  |  |               |  |                                                                                                                                |  |  |       |  |  |  |  |         |  |               |  |          |  |  |  |  |  |
|                       |  |  |  |  |                            |  |  |  |  |               |  |                                                                                                                                |  |  |       |  |  |  |  |         |  |               |  |          |  |  |  |  |  |
|                       |  |  |  |  |                            |  |  |  |  |               |  |                                                                                                                                |  |  |       |  |  |  |  |         |  |               |  |          |  |  |  |  |  |
|                       |  |  |  |  |                            |  |  |  |  |               |  |                                                                                                                                |  |  |       |  |  |  |  |         |  |               |  |          |  |  |  |  |  |
|                       |  |  |  |  |                            |  |  |  |  |               |  |                                                                                                                                |  |  |       |  |  |  |  |         |  |               |  |          |  |  |  |  |  |
|                       |  |  |  |  |                            |  |  |  |  |               |  |                                                                                                                                |  |  |       |  |  |  |  |         |  |               |  |          |  |  |  |  |  |
|                       |  |  |  |  |                            |  |  |  |  |               |  |                                                                                                                                |  |  |       |  |  |  |  |         |  |               |  |          |  |  |  |  |  |
|                       |  |  |  |  |                            |  |  |  |  |               |  |                                                                                                                                |  |  |       |  |  |  |  |         |  |               |  |          |  |  |  |  |  |
|                       |  |  |  |  |                            |  |  |  |  |               |  |                                                                                                                                |  |  |       |  |  |  |  |         |  |               |  |          |  |  |  |  |  |
|                       |  |  |  |  |                            |  |  |  |  |               |  |                                                                                                                                |  |  |       |  |  |  |  |         |  |               |  |          |  |  |  |  |  |
|                       |  |  |  |  |                            |  |  |  |  |               |  |                                                                                                                                |  |  |       |  |  |  |  |         |  |               |  |          |  |  |  |  |  |
|                       |  |  |  |  |                            |  |  |  |  |               |  |                                                                                                                                |  |  |       |  |  |  |  |         |  |               |  |          |  |  |  |  |  |
|                       |  |  |  |  |                            |  |  |  |  |               |  |                                                                                                                                |  |  |       |  |  |  |  |         |  |               |  |          |  |  |  |  |  |
|                       |  |  |  |  |                            |  |  |  |  |               |  |                                                                                                                                |  |  |       |  |  |  |  |         |  |               |  |          |  |  |  |  |  |
|                       |  |  |  |  |                            |  |  |  |  |               |  | Approving Official (Print)                                                                                                     |  |  |       |  |  |  |  |         |  |               |  |          |  |  |  |  |  |
|                       |  |  |  |  |                            |  |  |  |  |               |  | Approving Official's Signature (I certify that the items listed on this slip are for official business of the U.S. Government) |  |  |       |  |  |  |  |         |  |               |  |          |  |  |  |  |  |

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Revised 4/97



Telephone x52622

|                               |  |  |                            |                                                                                                                                |  |               |  |  |       |  |               |          |
|-------------------------------|--|--|----------------------------|--------------------------------------------------------------------------------------------------------------------------------|--|---------------|--|--|-------|--|---------------|----------|
| Requestor's Name              |  |  |                            |                                                                                                                                |  | Date          |  |  |       |  |               |          |
| Account Code<br>J   1   2   3 |  |  | Agency/Division<br>OPD DPC |                                                                                                                                |  | Building/Room |  |  | Phone |  | Fax No.       |          |
| Catalog Item Number           |  |  | Catalog Page               | Description                                                                                                                    |  |               |  |  |       |  | Unit of Issue | Quantity |
|                               |  |  |                            |                                                                                                                                |  |               |  |  |       |  |               |          |
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|                               |  |  |                            |                                                                                                                                |  |               |  |  |       |  |               |          |
|                               |  |  |                            | Approving Official (Print)                                                                                                     |  |               |  |  |       |  |               |          |
|                               |  |  |                            | Approving Official's Signature (I certify that the items listed on this slip are for official business of the U.S. Government) |  |               |  |  |       |  |               |          |

- Revised 4/97



Executive Office of the President  
Office of Administration

Fax Orders to: 395-4562

Telephone x52622

## Requisition for Supplies

|                                                                                                                                |  |  |                 |  |  |  |               |              |             |       |  |         |               |          |
|--------------------------------------------------------------------------------------------------------------------------------|--|--|-----------------|--|--|--|---------------|--------------|-------------|-------|--|---------|---------------|----------|
| Requestor's Name                                                                                                               |  |  |                 |  |  |  |               |              |             | Date  |  |         |               |          |
| Account Code                                                                                                                   |  |  | Agency/Division |  |  |  | Building/Room |              |             | Phone |  | Fax No. |               |          |
| J 1 2 3                                                                                                                        |  |  | OPD DPC         |  |  |  |               |              |             |       |  |         |               |          |
| Catalog Item Number                                                                                                            |  |  |                 |  |  |  |               | Catalog Page | Description |       |  |         | Unit of Issue | Quantity |
|                                                                                                                                |  |  |                 |  |  |  |               |              |             |       |  |         |               |          |
|                                                                                                                                |  |  |                 |  |  |  |               |              |             |       |  |         |               |          |
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|                                                                                                                                |  |  |                 |  |  |  |               |              |             |       |  |         |               |          |
| Approving Official (Print)                                                                                                     |  |  |                 |  |  |  |               |              |             |       |  |         |               |          |
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## REQUEST FOR APPOINTMENT PARKING

**THIS FORM MUST BE COMPLETED AND SENT BY FAX  
TO EXT. 1655 AT LEAST 2 HOURS IN ADVANCE.  
(5:00 p.m. on Friday for Weekend Parking)**

Date \_\_\_\_\_

Requestor's Name \_\_\_\_\_

Requestor's Office \_\_\_\_\_

Phone Extension \_\_\_\_\_ Room No. \_\_\_\_\_

Date Parking Needed \_\_\_\_\_

Name of Driver \_\_\_\_\_

Make of Car \_\_\_\_\_

State and License No. \_\_\_\_\_

Time of Arrival \_\_\_\_\_

Time of Departure \_\_\_\_\_

**IT IS YOUR RESPONSIBILITY TO CONTACT  
WAVES FOR ALL PASSENGERS ARRIVING IN THE CAR.**

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Executive Office of the President  
Office of Administration

Fax Orders to: 395-4562

Telephone x52622

## Requisition for Supplies

| Requestor's Name<br><b>ERIC MORSE</b>      |    |    |                                   |    |   |                                    |                                    |               |                       | Date<br><b>4/26/00</b>                                                                                                                                         |                         |  |
|--------------------------------------------|----|----|-----------------------------------|----|---|------------------------------------|------------------------------------|---------------|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|--|
| Account Code<br><b>J1123</b>               |    |    | Agency/Division<br><b>OPD DPC</b> |    |   | Building/Room<br><b>2nd Fl. WW</b> |                                    |               | Phone<br><b>62599</b> |                                                                                                                                                                | Fax No.<br><b>62572</b> |  |
| Catalog Item Number                        |    |    |                                   |    |   | Catalog Page                       | Description                        | Unit of Issue | Quantity              |                                                                                                                                                                |                         |  |
| 23                                         | 26 | 8  | 28                                | 8  | 8 | 24                                 | Desktray Organizer                 | EA            | 1                     |                                                                                                                                                                |                         |  |
| 40                                         | 00 | 01 | 2                                 | 24 |   |                                    | Diskettes                          | Bx            | 1                     |                                                                                                                                                                |                         |  |
| 29                                         | 39 | 19 | 9                                 | 24 |   |                                    | Scissors 7"                        | L             | 1                     |                                                                                                                                                                |                         |  |
| 16                                         | 26 | 17 | 7                                 | 24 |   |                                    | Staple Remover                     | L             | 1                     |                                                                                                                                                                |                         |  |
| 35                                         | 74 | 69 | 7                                 | 6  |   |                                    | Calendar, GSA Weekly apt. book     | EA            | 1                     |                                                                                                                                                                |                         |  |
| 36                                         | 24 | 80 | 9                                 | 8  |   |                                    | Mouse Pad Blue                     | EA            | 1                     |                                                                                                                                                                |                         |  |
| 13                                         | 94 | 90 | 0                                 | 8  |   |                                    | Rack, Metal Distribution           | EA            | 1                     |                                                                                                                                                                |                         |  |
| 24                                         | 04 | 64 | 1                                 | 8  |   |                                    | Letter opener                      | EA            | 1                     |                                                                                                                                                                |                         |  |
| 40                                         | 00 | 27 | 3                                 | 10 |   |                                    | Folder 8.5 x 11 Blue               | BX            | 2                     |                                                                                                                                                                |                         |  |
| 93                                         | 57 | 13 | 6                                 | 16 |   |                                    | Pen Ballpt. Fine retractable Black | DZ            | 1                     |                                                                                                                                                                |                         |  |
| 40                                         | 00 | 13 | 7                                 | 5  |   |                                    | Bulletin Board 18x24 cork          | EA            | 1                     |                                                                                                                                                                |                         |  |
| 40                                         | 00 | 08 | 6                                 | 8  |   |                                    | Pen & Pencil Cup                   | EA            | 1                     |                                                                                                                                                                |                         |  |
| 24                                         | 02 | 41 | 7                                 | 20 |   |                                    | Tape Dispenser 3" Core             | EA            | 1                     |                                                                                                                                                                |                         |  |
| Requestor's Signature<br><b>Eric Morse</b> |    |    |                                   |    |   |                                    |                                    |               |                       | Approving Official (Print)<br><b>Anna Richter</b>                                                                                                              |                         |  |
|                                            |    |    |                                   |    |   |                                    |                                    |               |                       | Approving Official's Signature<br><i>(I certify that the items listed on this slip are for official business of the U.S. Government)</i><br><b>[Signature]</b> |                         |  |

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EXECUTIVE OFFICE OF THE PRESIDENT

# EEOB AND WHCC CONFERENCE ROOM RESERVATIONS

Date of Meeting: \_\_\_\_\_

Time: \_\_\_\_\_ To: \_\_\_\_\_

## RESERVATION CONFIRMATION

|                                                                                                                                                                                                                                                                                                   |                      |                                                                                                                                                   |                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Name of Individual Hosting Event: _____                                                                                                                                                                                                                                                           |                      | Office/Agency: _____                                                                                                                              |                 |
| Staff Contact: _____                                                                                                                                                                                                                                                                              | Extension No.: _____ | Pager No.: _____                                                                                                                                  | Room No.: _____ |
| Type of Event: <input type="checkbox"/> Meeting <input type="checkbox"/> Reception <input type="checkbox"/> Other _____                                                                                                                                                                           |                      |                                                                                                                                                   |                 |
| Name/Description of Event: _____                                                                                                                                                                                                                                                                  |                      |                                                                                                                                                   |                 |
| Number of Outside Guests: _____                                                                                                                                                                                                                                                                   |                      | In Attendance:                                                                                                                                    |                 |
| Total Number of Attendees: _____                                                                                                                                                                                                                                                                  |                      | <input type="checkbox"/> President <input type="checkbox"/> First Lady <input type="checkbox"/> Vice President <input type="checkbox"/> Mrs. Gore |                 |
| <b>DWIGHT D. EISENHOWER EXECUTIVE OFFICE BUILDING ROOM(S) REQUESTED:</b><br><input type="checkbox"/> Room 180 <input type="checkbox"/> Room 450 (Presidential Hall) <input type="checkbox"/> Room 472<br><input type="checkbox"/> Room 474 (Indian Treaty Room) <input type="checkbox"/> Room 476 |                      |                                                                                                                                                   |                 |
| <b>WHITE HOUSE CONFERENCE CENTER ROOM(S) REQUESTED:</b><br><input type="checkbox"/> Eisenhower Room <input type="checkbox"/> Jackson Room <input type="checkbox"/> Lincoln Room <input type="checkbox"/> Truman Room <input type="checkbox"/> Wilson Room                                         |                      |                                                                                                                                                   |                 |
| <b>General Services for Dwight D. Eisenhower Executive Office Building:</b><br><input type="checkbox"/> Elevator Service (elevator #4) Time Reserved: _____ <input type="checkbox"/> Podium <input type="checkbox"/> Flags                                                                        |                      |                                                                                                                                                   |                 |
| <b>Entrance/Gate Preferred:</b><br><input type="checkbox"/> East Visitors Gate <input type="checkbox"/> East Appointments Gate <input type="checkbox"/> Southwest Appointments Gate                                                                                                               |                      |                                                                                                                                                   |                 |
| <b>Arrangements for all Meeting Rooms:</b><br><input type="checkbox"/> Conference Style <input type="checkbox"/> Theatre Style <input type="checkbox"/> Other _____<br>Number of Chair(s): _____ Number of Table(s): _____                                                                        |                      |                                                                                                                                                   |                 |
| <b>Additional Requirements or Requests:</b> _____<br>_____<br>_____<br>_____                                                                                                                                                                                                                      |                      |                                                                                                                                                   |                 |

Forms must be FAXed to (202) 456-6791 within 24 hours after making your reservation.



## EXECUTIVE OFFICE OF THE PRESIDENT

## EEOB AND WHCC CONFERENCE ROOM RESERVATIONS

Date of Meeting: \_\_\_\_\_

Time: \_\_\_\_\_ To: \_\_\_\_\_

## RESERVATION CONFIRMATION

|                                                                                                                                                                                                                                                                                                   |                      |                                                                                                                                                   |                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Name of Individual Hosting Event: _____                                                                                                                                                                                                                                                           |                      | Office/Agency: _____                                                                                                                              |                 |
| Staff Contact: _____                                                                                                                                                                                                                                                                              | Extension No.: _____ | Pager No.: _____                                                                                                                                  | Room No.: _____ |
| Type of Event: <input type="checkbox"/> Meeting <input type="checkbox"/> Reception <input type="checkbox"/> Other _____                                                                                                                                                                           |                      |                                                                                                                                                   |                 |
| Name/Description of Event: _____                                                                                                                                                                                                                                                                  |                      |                                                                                                                                                   |                 |
| Number of Outside Guests: _____                                                                                                                                                                                                                                                                   |                      | In Attendance:                                                                                                                                    |                 |
| Total Number of Attendees: _____                                                                                                                                                                                                                                                                  |                      | <input type="checkbox"/> President <input type="checkbox"/> First Lady <input type="checkbox"/> Vice President <input type="checkbox"/> Mrs. Gore |                 |
| <b>DWIGHT D. EISENHOWER EXECUTIVE OFFICE BUILDING ROOM(S) REQUESTED:</b><br><input type="checkbox"/> Room 180 <input type="checkbox"/> Room 450 (Presidential Hall) <input type="checkbox"/> Room 472<br><input type="checkbox"/> Room 474 (Indian Treaty Room) <input type="checkbox"/> Room 476 |                      |                                                                                                                                                   |                 |
| <b>WHITE HOUSE CONFERENCE CENTER ROOM(S) REQUESTED:</b><br><input type="checkbox"/> Eisenhower Room <input type="checkbox"/> Jackson Room <input type="checkbox"/> Lincoln Room <input type="checkbox"/> Truman Room <input type="checkbox"/> Wilson Room                                         |                      |                                                                                                                                                   |                 |
| <b>General Services for Dwight D. Eisenhower Executive Office Building:</b><br><input type="checkbox"/> Elevator Service (elevator #4) Time Reserved: _____ <input type="checkbox"/> Podium <input type="checkbox"/> Flags                                                                        |                      |                                                                                                                                                   |                 |
| <b>Entrance/Gate Preferred:</b><br><input type="checkbox"/> East Visitors Gate <input type="checkbox"/> East Appointments Gate <input type="checkbox"/> Southwest Appointments Gate                                                                                                               |                      |                                                                                                                                                   |                 |
| <b>Arrangements for all Meeting Rooms:</b><br><input type="checkbox"/> Conference Style <input type="checkbox"/> Theatre Style <input type="checkbox"/> Other _____<br>Number of Chair(s): _____    Number of Table(s): _____                                                                     |                      |                                                                                                                                                   |                 |
| <b>Additional Requirements or Requests:</b> _____<br>_____<br>_____<br>_____                                                                                                                                                                                                                      |                      |                                                                                                                                                   |                 |

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## EXECUTIVE OFFICE OF THE PRESIDENT

## EEOB AND WHCC CONFERENCE ROOM RESERVATIONS

Date of Meeting: \_\_\_\_\_

Time: \_\_\_\_\_ To: \_\_\_\_\_

## RESERVATION CONFIRMATION

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| Name of Individual Hosting Event: _____                                                                                                                                                                                                                                                    |                      | Office/Agency: _____                                                                                                                                                |                 |
| Staff Contact: _____                                                                                                                                                                                                                                                                       | Extension No.: _____ | Pager No.: _____                                                                                                                                                    | Room No.: _____ |
| Type of Event: <input type="checkbox"/> Meeting <input type="checkbox"/> Reception <input type="checkbox"/> Other _____                                                                                                                                                                    |                      |                                                                                                                                                                     |                 |
| Name/Description of Event:                                                                                                                                                                                                                                                                 |                      |                                                                                                                                                                     |                 |
| Number of Outside Guests: _____<br>Total Number of Attendees: _____                                                                                                                                                                                                                        |                      | In Attendance:<br><input type="checkbox"/> President <input type="checkbox"/> First Lady <input type="checkbox"/> Vice President <input type="checkbox"/> Mrs. Gore |                 |
| DWIGHT D. EISENHOWER EXECUTIVE OFFICE BUILDING ROOM(S) REQUESTED:<br><input type="checkbox"/> Room 180 <input type="checkbox"/> Room 450 (Presidential Hall) <input type="checkbox"/> Room 472<br><input type="checkbox"/> Room 474 (Indian Treaty Room) <input type="checkbox"/> Room 476 |                      |                                                                                                                                                                     |                 |
| WHITE HOUSE CONFERENCE CENTER ROOM(S) REQUESTED:<br><input type="checkbox"/> Eisenhower Room <input type="checkbox"/> Jackson Room <input type="checkbox"/> Lincoln Room <input type="checkbox"/> Truman Room <input type="checkbox"/> Wilson Room                                         |                      |                                                                                                                                                                     |                 |
| General Services for Dwight D. Eisenhower Executive Office Building:<br><input type="checkbox"/> Elevator Service (elevator #4) Time Reserved: _____ <input type="checkbox"/> Podium <input type="checkbox"/> Flags                                                                        |                      |                                                                                                                                                                     |                 |
| Entrance/Gate Preferred:<br><input type="checkbox"/> 17th & G <input type="checkbox"/> Southwest Appointments Gate<br><input type="checkbox"/> East Visitors Gate <input type="checkbox"/> East Appointments Gate <input type="checkbox"/> Southwest Appointments Gate                     |                      |                                                                                                                                                                     |                 |
| Arrangements for all Meeting Rooms:<br><input type="checkbox"/> Conference Style <input type="checkbox"/> Theatre Style <input type="checkbox"/> Other _____<br>Number of Chair(s): _____            Number of Table(s): _____                                                             |                      |                                                                                                                                                                     |                 |
| Additional Requirements or Requests: _____<br>_____<br>_____<br>_____                                                                                                                                                                                                                      |                      |                                                                                                                                                                     |                 |

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## EXECUTIVE OFFICE OF THE PRESIDENT

## EEOB AND WHCC CONFERENCE ROOM RESERVATIONS

Date of Meeting: \_\_\_\_\_

Time: \_\_\_\_\_ To: \_\_\_\_\_

## RESERVATION CONFIRMATION

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| Name of Individual Hosting Event: _____                                                                                                                                                                                                                                                           |                      | Office/Agency: _____                                                                                                                                                |                 |
| Staff Contact: _____                                                                                                                                                                                                                                                                              | Extension No.: _____ | Pager No.: _____                                                                                                                                                    | Room No.: _____ |
| Type of Event: <input type="checkbox"/> Meeting <input type="checkbox"/> Reception <input type="checkbox"/> Other _____                                                                                                                                                                           |                      |                                                                                                                                                                     |                 |
| Name/Description of Event: _____                                                                                                                                                                                                                                                                  |                      |                                                                                                                                                                     |                 |
| Number of Outside Guests: _____<br>Total Number of Attendees: _____                                                                                                                                                                                                                               |                      | In Attendance:<br><input type="checkbox"/> President <input type="checkbox"/> First Lady <input type="checkbox"/> Vice President <input type="checkbox"/> Mrs. Gore |                 |
| <b>DWIGHT D. EISENHOWER EXECUTIVE OFFICE BUILDING ROOM(S) REQUESTED:</b><br><input type="checkbox"/> Room 180 <input type="checkbox"/> Room 450 (Presidential Hall) <input type="checkbox"/> Room 472<br><input type="checkbox"/> Room 474 (Indian Treaty Room) <input type="checkbox"/> Room 476 |                      |                                                                                                                                                                     |                 |
| <b>WHITE HOUSE CONFERENCE CENTER ROOM(S) REQUESTED:</b><br><input type="checkbox"/> Eisenhower Room <input type="checkbox"/> Jackson Room <input type="checkbox"/> Lincoln Room <input type="checkbox"/> Truman Room <input type="checkbox"/> Wilson Room                                         |                      |                                                                                                                                                                     |                 |
| <b>General Services for Dwight D. Eisenhower Executive Office Building:</b><br><input type="checkbox"/> Elevator Service (elevator #4) Time Reserved: _____ <input type="checkbox"/> Podium <input type="checkbox"/> Flags                                                                        |                      |                                                                                                                                                                     |                 |
| <b>Entrance/Gate Preferred:</b><br><input type="checkbox"/> East Visitors Gate <input type="checkbox"/> East Appointments Gate <input type="checkbox"/> Southwest Appointments Gate                                                                                                               |                      |                                                                                                                                                                     |                 |
| <b>Arrangements for all Meeting Rooms:</b><br><input type="checkbox"/> Conference Style <input type="checkbox"/> Theatre Style <input type="checkbox"/> Other _____<br>Number of Chair(s): _____    Number of Table(s): _____                                                                     |                      |                                                                                                                                                                     |                 |
| <b>Additional Requirements or Requests:</b> _____<br>_____<br>_____<br>_____                                                                                                                                                                                                                      |                      |                                                                                                                                                                     |                 |

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## EXECUTIVE OFFICE OF THE PRESIDENT

## EEOB AND WHCC CONFERENCE ROOM RESERVATIONS

Date of Meeting: \_\_\_\_\_

Time: \_\_\_\_\_ To: \_\_\_\_\_

## RESERVATION CONFIRMATION

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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Name of Individual Hosting Event: _____                                                                                                                                                                                                                                                                                               |                      | Office/Agency: _____                                                                                                                                                |                 |
| Staff Contact: _____                                                                                                                                                                                                                                                                                                                  | Extension No.: _____ | Pager No.: _____                                                                                                                                                    | Room No.: _____ |
| Type of Event: <input type="checkbox"/> Meeting <input type="checkbox"/> Reception <input type="checkbox"/> Other _____                                                                                                                                                                                                               |                      |                                                                                                                                                                     |                 |
| Name/Description of Event: _____                                                                                                                                                                                                                                                                                                      |                      |                                                                                                                                                                     |                 |
| Number of Outside Guests: _____<br>Total Number of Attendees: _____                                                                                                                                                                                                                                                                   |                      | In Attendance:<br><input type="checkbox"/> President <input type="checkbox"/> First Lady <input type="checkbox"/> Vice President <input type="checkbox"/> Mrs. Gore |                 |
| <b>DWIGHT D. EISENHOWER EXECUTIVE OFFICE BUILDING ROOM(S) REQUESTED:</b><br><input type="checkbox"/> Room 180 <input type="checkbox"/> Room 450 (Presidential Hall) <input type="checkbox"/> Room 472<br><input type="checkbox"/> Room 474 (Indian Treaty Room) <input type="checkbox"/> Room 476                                     |                      |                                                                                                                                                                     |                 |
| <b>WHITE HOUSE CONFERENCE CENTER ROOM(S) REQUESTED:</b><br><input type="checkbox"/> Eisenhower Room <input type="checkbox"/> Jackson Room <input type="checkbox"/> Lincoln Room <input type="checkbox"/> Truman Room <input type="checkbox"/> Wilson Room                                                                             |                      |                                                                                                                                                                     |                 |
| <b>General Services for Dwight D. Eisenhower Executive Office Building:</b><br><input type="checkbox"/> Elevator Service (elevator #4) Time Reserved: _____ <input type="checkbox"/> Podium <input type="checkbox"/> Flags                                                                                                            |                      |                                                                                                                                                                     |                 |
| <b>Entrance/Gate Preferred:</b><br><input type="checkbox"/> Presidential Entrance <input type="checkbox"/> 12th St. Entrance <input type="checkbox"/> Jefferson Memorial Entrance<br><input type="checkbox"/> East Visitors Gate <input type="checkbox"/> East Appointments Gate <input type="checkbox"/> Southwest Appointments Gate |                      |                                                                                                                                                                     |                 |
| <b>Arrangements for all Meeting Rooms:</b><br><input type="checkbox"/> Conference Style <input type="checkbox"/> Theatre Style <input type="checkbox"/> Other _____<br>Number of Chair(s): _____    Number of Table(s): _____                                                                                                         |                      |                                                                                                                                                                     |                 |
| Additional Requirements or Requests: _____<br>_____<br>_____<br>_____                                                                                                                                                                                                                                                                 |                      |                                                                                                                                                                     |                 |

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EXECUTIVE OFFICE OF THE PRESIDENT

## EEOB AND WHCC CONFERENCE ROOM RESERVATIONS

Date of Meeting: \_\_\_\_\_

Time: \_\_\_\_\_ To: \_\_\_\_\_

## RESERVATION CONFIRMATION

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| Name of Individual Hosting Event:                                                                                                                                                                                                                                                          |                | Office/Agency:                                                                                                                                                      |           |
| Staff Contact:                                                                                                                                                                                                                                                                             | Extension No.: | Pager No.:                                                                                                                                                          | Room No.: |
| Type of Event: <input type="checkbox"/> Meeting <input type="checkbox"/> Reception <input type="checkbox"/> Other _____                                                                                                                                                                    |                |                                                                                                                                                                     |           |
| Name/Description of Event:                                                                                                                                                                                                                                                                 |                |                                                                                                                                                                     |           |
| Number of Outside Guests: _____<br>Total Number of Attendees: _____                                                                                                                                                                                                                        |                | In Attendance:<br><input type="checkbox"/> President <input type="checkbox"/> First Lady <input type="checkbox"/> Vice President <input type="checkbox"/> Mrs. Gore |           |
| DWIGHT D. EISENHOWER EXECUTIVE OFFICE BUILDING ROOM(S) REQUESTED:<br><input type="checkbox"/> Room 180 <input type="checkbox"/> Room 450 (Presidential Hall) <input type="checkbox"/> Room 472<br><input type="checkbox"/> Room 474 (Indian Treaty Room) <input type="checkbox"/> Room 476 |                |                                                                                                                                                                     |           |
| WHITE HOUSE CONFERENCE CENTER ROOM(S) REQUESTED:<br><input type="checkbox"/> Eisenhower Room <input type="checkbox"/> Jackson Room <input type="checkbox"/> Lincoln Room <input type="checkbox"/> Truman Room <input type="checkbox"/> Wilson Room                                         |                |                                                                                                                                                                     |           |
| General Services for Dwight D. Eisenhower Executive Office Building:<br><input type="checkbox"/> Elevator Service (elevator #4) Time Reserved: _____ <input type="checkbox"/> Podium <input type="checkbox"/> Flags                                                                        |                |                                                                                                                                                                     |           |
| Entrance/Gate Preferred:<br><input type="checkbox"/> East Visitors Gate <input type="checkbox"/> East Appointments Gate <input type="checkbox"/> Southwest Appointments Gate                                                                                                               |                |                                                                                                                                                                     |           |
| Arrangements for all Meeting Rooms:<br><input type="checkbox"/> Conference Style <input type="checkbox"/> Theatre Style <input type="checkbox"/> Other _____<br>Number of Chair(s): _____ Number of Table(s): _____                                                                        |                |                                                                                                                                                                     |           |
| Additional Requirements or Requests: _____<br>_____<br>_____<br>_____                                                                                                                                                                                                                      |                |                                                                                                                                                                     |           |

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## EXECUTIVE OFFICE OF THE PRESIDENT

## EEOB AND WHCC CONFERENCE ROOM RESERVATIONS

Date of Meeting: \_\_\_\_\_

Time: \_\_\_\_\_ To: \_\_\_\_\_

## RESERVATION CONFIRMATION

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| Name of Individual Hosting Event: _____                                                                                                                                                                                                                                                           |                      | Office/Agency: _____                                                                                                                                                |                 |
| Staff Contact: _____                                                                                                                                                                                                                                                                              | Extension No.: _____ | Pager No.: _____                                                                                                                                                    | Room No.: _____ |
| Type of Event: <input type="checkbox"/> Meeting <input type="checkbox"/> Reception <input type="checkbox"/> Other _____                                                                                                                                                                           |                      |                                                                                                                                                                     |                 |
| Name/Description of Event: _____                                                                                                                                                                                                                                                                  |                      |                                                                                                                                                                     |                 |
| Number of Outside Guests: _____<br>Total Number of Attendees: _____                                                                                                                                                                                                                               |                      | In Attendance:<br><input type="checkbox"/> President <input type="checkbox"/> First Lady <input type="checkbox"/> Vice President <input type="checkbox"/> Mrs. Gore |                 |
| <b>DWIGHT D. EISENHOWER EXECUTIVE OFFICE BUILDING ROOM(S) REQUESTED:</b><br><input type="checkbox"/> Room 180 <input type="checkbox"/> Room 450 (Presidential Hall) <input type="checkbox"/> Room 472<br><input type="checkbox"/> Room 474 (Indian Treaty Room) <input type="checkbox"/> Room 476 |                      |                                                                                                                                                                     |                 |
| <b>WHITE HOUSE CONFERENCE CENTER ROOM(S) REQUESTED:</b><br><input type="checkbox"/> Eisenhower Room <input type="checkbox"/> Jackson Room <input type="checkbox"/> Lincoln Room <input type="checkbox"/> Truman Room <input type="checkbox"/> Wilson Room                                         |                      |                                                                                                                                                                     |                 |
| <b>General Services for Dwight D. Eisenhower Executive Office Building:</b><br><input type="checkbox"/> Elevator Service (elevator #4) Time Reserved: _____ <input type="checkbox"/> Podium <input type="checkbox"/> Flags                                                                        |                      |                                                                                                                                                                     |                 |
| <b>Entrance/Gate Preferred:</b><br><input type="checkbox"/> East Visitors Gate <input type="checkbox"/> East Appointments Gate <input type="checkbox"/> Southwest Appointments Gate                                                                                                               |                      |                                                                                                                                                                     |                 |
| <b>Arrangements for all Meeting Rooms:</b><br><input type="checkbox"/> Conference Style <input type="checkbox"/> Theatre Style <input type="checkbox"/> Other _____<br>Number of Chair(s): _____    Number of Table(s): _____                                                                     |                      |                                                                                                                                                                     |                 |
| Additional Requirements or Requests: _____<br>_____<br>_____<br>_____                                                                                                                                                                                                                             |                      |                                                                                                                                                                     |                 |

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## EXECUTIVE OFFICE OF THE PRESIDENT

## EEOB AND WHCC CONFERENCE ROOM RESERVATIONS

Date of Meeting: \_\_\_\_\_

Time: \_\_\_\_\_ To: \_\_\_\_\_

## RESERVATION CONFIRMATION

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| Name of Individual Hosting Event: _____                                                                                                                                                                                                                                                                                      |                      | Office/Agency: _____                                                                                                                                                |                 |
| Staff Contact: _____                                                                                                                                                                                                                                                                                                         | Extension No.: _____ | Pager No.: _____                                                                                                                                                    | Room No.: _____ |
| Type of Event: <input type="checkbox"/> Meeting <input type="checkbox"/> Reception <input type="checkbox"/> Other _____                                                                                                                                                                                                      |                      |                                                                                                                                                                     |                 |
| Name/Description of Event: _____                                                                                                                                                                                                                                                                                             |                      |                                                                                                                                                                     |                 |
| Number of Outside Guests: _____<br>Total Number of Attendees: _____                                                                                                                                                                                                                                                          |                      | In Attendance:<br><input type="checkbox"/> President <input type="checkbox"/> First Lady <input type="checkbox"/> Vice President <input type="checkbox"/> Mrs. Gore |                 |
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| <b>WHITE HOUSE CONFERENCE CENTER ROOM(S) REQUESTED:</b><br><input type="checkbox"/> Eisenhower Room <input type="checkbox"/> Jackson Room <input type="checkbox"/> Lincoln Room <input type="checkbox"/> Truman Room <input type="checkbox"/> Wilson Room                                                                    |                      |                                                                                                                                                                     |                 |
| <b>General Services for Dwight D. Eisenhower Executive Office Building:</b><br><input type="checkbox"/> Elevator Service (elevator #4) Time Reserved: _____ <input type="checkbox"/> Podium <input type="checkbox"/> Flags                                                                                                   |                      |                                                                                                                                                                     |                 |
| <b>Entrance/Gate Preferred:</b><br><input type="checkbox"/> Pennsylvania Avenue <input type="checkbox"/> 17th St. G <input type="checkbox"/> Northwest Appointments Gate<br><input type="checkbox"/> East Visitors Gate <input type="checkbox"/> East Appointments Gate <input type="checkbox"/> Southwest Appointments Gate |                      |                                                                                                                                                                     |                 |
| <b>Arrangements for all Meeting Rooms:</b><br><input type="checkbox"/> Conference Style <input type="checkbox"/> Theatre Style <input type="checkbox"/> Other _____<br>Number of Chair(s): _____    Number of Table(s): _____                                                                                                |                      |                                                                                                                                                                     |                 |
| <b>Additional Requirements or Requests:</b> _____<br>_____<br>_____<br>_____                                                                                                                                                                                                                                                 |                      |                                                                                                                                                                     |                 |

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## EXECUTIVE OFFICE OF THE PRESIDENT

## EEOB AND WHCC CONFERENCE ROOM RESERVATIONS

Date of Meeting: \_\_\_\_\_

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## RESERVATION CONFIRMATION

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| Name of Individual Hosting Event: _____                                                                                                                                                                                                                                                                                      |                      | Office/Agency: _____                                                                                                                                                |                 |
| Staff Contact: _____                                                                                                                                                                                                                                                                                                         | Extension No.: _____ | Pager No.: _____                                                                                                                                                    | Room No.: _____ |
| Type of Event: <input type="checkbox"/> Meeting <input type="checkbox"/> Reception <input type="checkbox"/> Other _____                                                                                                                                                                                                      |                      |                                                                                                                                                                     |                 |
| Name/Description of Event: _____                                                                                                                                                                                                                                                                                             |                      |                                                                                                                                                                     |                 |
| Number of Outside Guests: _____<br>Total Number of Attendees: _____                                                                                                                                                                                                                                                          |                      | In Attendance:<br><input type="checkbox"/> President <input type="checkbox"/> First Lady <input type="checkbox"/> Vice President <input type="checkbox"/> Mrs. Gore |                 |
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| <b>WHITE HOUSE CONFERENCE CENTER ROOM(S) REQUESTED:</b><br><input type="checkbox"/> Eisenhower Room <input type="checkbox"/> Jackson Room <input type="checkbox"/> Lincoln Room <input type="checkbox"/> Truman Room <input type="checkbox"/> Wilson Room                                                                    |                      |                                                                                                                                                                     |                 |
| <b>General Services for Dwight D. Eisenhower Executive Office Building:</b><br><input type="checkbox"/> Elevator Service (elevator #4) Time Reserved: _____ <input type="checkbox"/> Podium <input type="checkbox"/> Flags                                                                                                   |                      |                                                                                                                                                                     |                 |
| <b>Entrance/Gate Preferred:</b><br><input type="checkbox"/> Pennsylvania Avenue <input type="checkbox"/> 17th St. G <input type="checkbox"/> Northwest Appointments Gate<br><input type="checkbox"/> East Visitors Gate <input type="checkbox"/> East Appointments Gate <input type="checkbox"/> Southwest Appointments Gate |                      |                                                                                                                                                                     |                 |
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| Additional Requirements or Requests: _____<br>_____<br>_____<br>_____                                                                                                                                                                                                                                                        |                      |                                                                                                                                                                     |                 |

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The General Services Division's supply staff has compiled a suggested listing of everyday office supplies that individual employees will need in getting started in an office environment. Following is a listing of those supplies including initial and annualized costs:

### Suggested Supply Items to Start Up an Office

| ITEM NO.     | ITEM                                             | UNIT OF<br>ISSUE | FIRST<br>YEAR COST<br>1997 | ANNUAL<br>COST<br>1998 |
|--------------|--------------------------------------------------|------------------|----------------------------|------------------------|
| 1626156      | Calendar Stand and Calendar (Grey)               | 1                | \$4.12                     | \$2.02                 |
| 7892455      | Calendar Board                                   | 1                | \$2.10                     |                        |
| 3374702      | Calendar Monthly, Wall Type                      | 1                | .32                        | .32                    |
| 1828535      | Calculator, Hand Held (Solar)                    | 1                | \$14.09                    |                        |
| L000147      | Chairslide, Plastic                              | 1                | \$25.33                    |                        |
| 0468848      | Clock, Battery Operated, Wall                    | 1                | \$12.97                    |                        |
| L000084      | Copyholder                                       | 1                | \$19.95                    |                        |
| L000001      | Daily Minder (Appointment Book)                  | 1                | \$5.97                     | \$5.97                 |
| 2855840      | Desk Blotter Pad Refill-Moss Green- 24x38"       | 1                | .55                        | .55                    |
| 2851801      | Desk Pad 24x36"                                  | 1                | \$14.79                    |                        |
| L000167      | Desktray Organizer, Plastic                      | 1                | \$2.75                     |                        |
| 0944307      | Desktray, Letter, Plastic                        | 1                | \$2.03                     | \$2.03                 |
| 1429051      | Dictionary                                       | 1                | \$6.83                     |                        |
| L000012      | Diskettes (box of 8 each)                        | 1                | \$9.96                     | \$9.96                 |
| L000016      | Diskette File Holder, 3.5 disk                   | 1                | \$14.95                    |                        |
| 2223467      | Envelopes, Messenger (500/box)                   | 1                | \$35.00                    | \$35.00                |
| 2822507      | File Folder, 1/3 cut, Manila 8.5" x 11" (25/box) | 1                | \$5.93                     | \$5.93                 |
| 2404841      | Letter Opener, Metal                             | 1                | .51                        |                        |
| 0202806      | Liquid Paper/Correction Fluid                    | 1                | .97                        | .97                    |
| L000228      | Message Pads, 4/page                             | 1                | \$2.82                     | \$2.82                 |
| L000200      | Pad, 8.5" x 11" White Ruled (12/pack)            | 1                | \$4.80                     | \$4.80                 |
| 1614292      | Paper Clip, Standard                             | 100              | \$2.13                     | \$2.13                 |
| 1393902      | Paper Punch - 2 Hole                             | 1                | \$5.34                     |                        |
| 1632563      | Paper Punch - 3 Hole (small)                     | 1                | \$14.05                    |                        |
| L000086      | Pen and Pencil Cup                               | 1                | \$1.62                     |                        |
| 2815235      | Pencils #2 (pkgd. 12 per pack)                   | 1                | \$1.05                     | \$1.05                 |
| L000243      | Pens Alpco (pkgd. 12 per box)                    | 1                | \$2.65                     | \$2.65                 |
| 1616215      | Ruler 12" Wood                                   | 1                | .62                        | .62                    |
| 2939199      | Scissors 7"                                      | 1                | \$6.96                     |                        |
| 9265280      | Spray Cleaner, General Purpose                   | 1                | \$5.66                     | \$5.66                 |
| 1626177      | Staple Remover                                   | 1                | .35                        | .35                    |
| L000096      | Stapler, Electric                                | 1                | \$52.39                    |                        |
| L000097      | Staples, (Electric/Cartridge)                    | 1                | \$3.73                     |                        |
| 1616211      | Supply Cup (paper clip dish)                     | 1                | .31                        |                        |
| 2402408      | Tape Dispenser, Plastic Hand Held                | 1                | \$1.17                     |                        |
| 5519825      | Tape, Scotch Transparent 3/4"                    | 1                | .83                        | .83                    |
| 2855416      | Trash Can, Metal/Brown                           | 1                | \$6.37                     |                        |
| <b>Total</b> |                                                  |                  | <b>\$291.97</b>            | <b>\$83.66</b>         |

## **General Information**

Our goal is to provide EOP customers with cost-effective office supplies. We serve our customers from an offsite location at the Anacostia Naval Air Station, and our customers should have the following delivery expectations:

- Orders faxed to us by 10:00 AM will be delivered by the close of the business day.
- Orders received after 10:00 AM will be delivered the next business day.

Please call us at x52622 on business days between the hours of 9:00 AM and 5:00 PM. Our fax number is x54519.

## **Fax Order Process**

Orders are placed by writing the stock number and description found in the catalog on a fax order form (along with delivery information). The form should then be faxed to the supply operation.

Please let us know if you do not understand the description of an item in our catalog. If our customers don't understand the terminology, then we want to improve the wording of the description. It's best to let us know this information via e-mail to the SUPPLY account.

Interns and volunteers must request supplies in the name of a permanent staff member. The employee who holds your office's supply card should sign as the approving official (interns cannot sign for supply purchases). If you have lost your office's supply card, please call us and we'll make another one for you.

## **Proactive Supply Planning**

Since we no longer maintain on-site stores within the EOP complex, it is not possible to provide emergency items at a moment's notice. Therefore, we recommend that EOP offices review their supply needs periodically. If you would be adversely impacted if you ran out of a particular item (such as a printer or fax cartridge), then please keep a spare in your supply cabinet. You should immediately place a reorder once you use the spare.

## **Supply Policies**

We update our product line to reflect the changing needs of our customers. Please let us know your recommendations for new products. We are especially interested in knowing about your new faxes, printers, or copiers (we also need to know what you're phasing out). Please let us know of changes in your office equipment configuration. This information helps us to order supplies in appropriate quantities — and to know what to discontinue.

In order to manage our inventory effectively, we have standardized the items we carry. If a specific item you desire is not included in the catalog, we hope that you will find another item which will serve your needs.

Agencies are charged for the cost of their supply purchases. But if you feel that we have made a mistake on a supply receipt, we'll work with you to make the appropriate correction.

We carry supply items which are used in at least two EOP offices; we don't carry items which are used only by one office in the EOP. Therefore, if your office is the only one in the EOP with a certain copier model, then your office should process its own orders for the toner and developer cartridges (we can help you determine your needs).

## **Copier Paper Deliveries**

Orders for copier paper should be placed on separate order forms from all other supplies. Since copier paper cartons are too heavy to incorporate with the interoffice mail runs, we have scheduled the following delivery days for copier paper distribution:

OEOB: Wednesdays and Fridays

NEOB: Tuesdays and Thursdays

The OA mail service currently oversees the copier paper maintained in the East Wing and West Wing. We will schedule copier paper deliveries to other EOP buildings.

## **Environmentally Friendly Supplies**

In keeping with the administration's recycling goals, we offer many environmentally-friendly products. We especially encourage use of recycled toner cartridges and unbleached paper.

Used toner cartridges should be returned for recycling. When you replace a toner cartridge, just put the old cartridge in the carton and write "RETURN FOR RECYCLING" on the outside. The mail staff will pick it up in the interoffice mail and deliver it to supply.

## **Customer Service**

Please call us with any questions about our supply procedures or policies. We'll work with you and your agency's administrative staff to find the best way to serve your needs.

We are especially interested in hearing recommendations from our customers. And if you're unhappy about any aspect of our operations, we want to know about it.

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|----------|-------------|-------|-----------|
|----------|-------------|-------|-----------|

### **Adhesives**

|                 |                                 |                  |    |
|-----------------|---------------------------------|------------------|----|
| 0398132 . . . . | GLUE STICK (0.17 OZ.) . . . . . | \$ .28 . . . . . | EA |
| 2918625 . . . . | RUBBER CEMENT (4 OZ.) . . . . . | \$1.16 . . . . . | BT |

### **Batteries**

|                 |                          |                  |    |
|-----------------|--------------------------|------------------|----|
| 9002139 . . . . | BATTERY, 9 VOLT. . . . . | \$1.10 . . . . . | EA |
| 9857845 . . . . | BATTERY, AA . . . . .    | \$ .22 . . . . . | EA |
| 8264798 . . . . | BATTERY, AAA . . . . .   | \$ .29 . . . . . | EA |
| 9857846 . . . . | BATTERY, C . . . . .     | \$ .49 . . . . . | EA |
| 8357210 . . . . | BATTERY, D . . . . .     | \$ .75 . . . . . | EA |
| L000689 . . . . | BATTERY, N . . . . .     | \$ .25 . . . . . | EA |

### **Binders**

|                 |                                                       |                  |    |
|-----------------|-------------------------------------------------------|------------------|----|
| 2815972 . . . . | BINDER LABEL HOLDER, 1" . . . . .                     | \$ .91 . . . . . | BX |
| 2723044 . . . . | BINDER LABEL HOLDER, 2" . . . . .                     | \$ .90 . . . . . | BX |
| L000630 . . . . | BINDER, .5" BLACK, 8.5"x11"- W/ VIEW COVER . . . . .  | \$1.46 . . . . . | EA |
| L000119 . . . . | BINDER, .5" WHITE, 8.5"x11"- W/ VIEW COVER . . . . .  | \$1.46 . . . . . | EA |
| L000631 . . . . | BINDER, 1" BLACK, 8.5"x11"- W/ VIEW COVER . . . . .   | \$1.46 . . . . . | EA |
| 2816180 . . . . | BINDER, 1" BLACK, CLOTH, 8.5"x11" . . . . .           | \$1.52 . . . . . | EA |
| L000121 . . . . | BINDER, 1" WHITE, 8.5"x11"- W/ VIEW COVER . . . . .   | \$1.82 . . . . . | EA |
| 5792751 . . . . | BINDER, 2" BLACK, 8.5"x11"- W/ METAL HINGES . . . . . | \$2.92 . . . . . | EA |
| L000122 . . . . | BINDER, 2" WHITE, 8.5"x11"- W/ VIEW COVER . . . . .   | \$2.20 . . . . . | EA |
| L000500 . . . . | BINDER, 3" WHITE, 8.5"x11"- W/ VIEW COVER . . . . .   | \$3.60 . . . . . | EA |
| 9908884 . . . . | BINDER, 6 PART PRESSBRD, 8.5"x11" . . . . .           | \$ .85 . . . . . | EA |
| L000632 . . . . | BINDER, BLACK 2" 8.5"x11"- W/ VIEW COVER . . . . .    | \$2.20 . . . . . | EA |
| L000633 . . . . | BINDER, BLACK 3" 8.5"x11"- W/ VIEW COVER . . . . .    | \$3.60 . . . . . | EA |
| 9652443 . . . . | BINDER, COMPUTER (PRINTOUTS) 11"x14" . . . . .        | \$1.67 . . . . . | EA |
| 5824201 . . . . | BINDER, PRESSBOARD, SIDE OPENING, 11"x8.5" . . . . .  | \$ .82 . . . . . | EA |
| 2814309 . . . . | BINDER, PRESSBOARD, SIDE OPENING, 8.5"x11" . . . . .  | \$ .93 . . . . . | EA |
| 2814314 . . . . | BINDER, PRESSBOARD, SIDE OPENING, 8.5"x14" . . . . .  | \$1.00 . . . . . | EA |
| 1711123 . . . . | REINFORCEMENT RING 1/4-HOLE . . . . .                 | \$ .42 . . . . . | PK |
| 2855422 . . . . | REINFORCEMENT RING 3/8-HOLE . . . . .                 | \$ .72 . . . . . | PK |

### **Boxes**

|                 |                                                 |                  |    |
|-----------------|-------------------------------------------------|------------------|----|
| 1178249 . . . . | BOX, 14"x12"x9"- (USED FOR ARCHIVING) . . . . . | \$2.02 . . . . . | EA |
| L000172 . . . . | BOX, 24"x14"x12"- (USED FOR MOVING). . . . .    | \$ .99 . . . . . | EA |

### **Bulletin Boards**

|                 |                                            |                   |    |
|-----------------|--------------------------------------------|-------------------|----|
| L000137 . . . . | BULLETIN BOARD, 18"x24" CORK . . . . .     | \$12.31 . . . . . | EA |
| L000136 . . . . | BULLETIN BOARD, 24"x36" CORK . . . . .     | \$18.20 . . . . . | EA |
| L000160 . . . . | BULLETIN BOARD, ADHESIVE 18"x24" . . . . . | \$5.20 . . . . .  | EA |

### **Calendars (Current Year)**

|                 |                                                   |                  |    |
|-----------------|---------------------------------------------------|------------------|----|
| 3636705 . . . . | CALENDAR, DAILY APT BOOK 5"x9" REFILL . . . . .   | \$2.31 . . . . . | EA |
| 3634996 . . . . | CALENDAR, GSA DAILY 3"x5" REFILL . . . . .        | \$2.02 . . . . . | EA |
| 3374702 . . . . | CALENDAR, GSA MONTHLY ACTIVITY SCHEDULE . . . . . | \$ .32 . . . . . | EA |

| ITEM NO.        | DESCRIPTION                                               | PRICE            | UNIT CODE |
|-----------------|-----------------------------------------------------------|------------------|-----------|
| 3374697 . . . . | CALENDAR, GSA WEEKLY APT BOOK 8.5"x11" . . . . .          | \$1.76 . . . . . | EA        |
| 7892455 . . . . | CALENDAR BOARD . . . . .                                  | \$2.10 . . . . . | EA        |
| 1626156 . . . . | CALENDAR STAND, 3"x5" CALENDAR, GREY. . . . .             | \$2.10 . . . . . | EA        |
| L000139 . . . . | CALENDAR, 17"x24" DESK TYPE. . . . .                      | \$2.34 . . . . . | EA        |
| L000001 . . . . | CALENDAR/APPOINTMENT BOOK, DAILY MINDER . . . . .         | \$5.97 . . . . . | EA        |
| L000005 . . . . | CALENDAR/APPOINTMENT BOOK, MONTHLY MINDER. . . . .        | \$4.74 . . . . . | EA        |
| L000007 . . . . | CALENDAR/APPOINTMENT BOOK, WEEKLY MINDER . . . . .        | \$4.17 . . . . . | EA        |
| L000006 . . . . | CALENDAR/APPOINTMENT BOOK, WEEKLY MINDER 8"x11" . . . . . | \$6.57 . . . . . | EA        |
| 2851765 . . . . | CALENDAR HOLDER, BINDER, 5"x6" . . . . .                  | \$1.51 . . . . . | EA        |
| 3374706 . . . . | WALL CALENDAR, GSA, . . . . .                             | \$ .36 . . . . . | EA        |
| 3635000 . . . . | POCKET PLANNING SET, . . . . .                            | \$3.50 . . . . . | SE        |

### **Canon Supplies**

|                 |                                                         |                    |    |
|-----------------|---------------------------------------------------------|--------------------|----|
| L000415 . . . . | CANON 6030 TONER F41-9101-000 . . . . .                 | \$42.00 . . . . .  | EA |
| L000411 . . . . | CANON 6060 TONER NPG-3 . . . . .                        | \$96.00 . . . . .  | EA |
| L000416 . . . . | CANON A-30 TONER F41-4102-730 . . . . .                 | \$110.00 . . . . . | EA |
| L000933 . . . . | CANON EJ FAX CARTRIDGE, BC-02 . . . . .                 | \$19.00 . . . . .  | EA |
| L000932 . . . . | CANON BJ FAX CARTRIDGE, BX-2 . . . . .                  | \$20.00 . . . . .  | EA |
| L000928 . . . . | CANON COLOR WASTE LINER, FY-0211-000 . . . . .          | \$40.00 . . . . .  | EA |
| L000920 . . . . | CANON COLOR CARTRIDGE, BLACK, F41-6801-100 . . . . .    | \$88.00 . . . . .  | EA |
| L000923 . . . . | CANON COLOR TONER CARTRIDGE, CYAN, . . . . .            | \$88.00 . . . . .  | EA |
| L000922 . . . . | CANON COLOR TONER CARTRIDGE, MAGENTA, . . . . .         | \$88.00 . . . . .  | EA |
| L000921 . . . . | CANON COLOR TONER CARTRIDGE, YELLOW, . . . . .          | \$88.00 . . . . .  | EA |
| L000930 . . . . | CANON COLOR TRANSPARENCY, TRN-0010 . . . . .            | \$48.00 . . . . .  | EA |
| L000669 . . . . | CANON NP1200. . . . .                                   | \$54.00 . . . . .  | BX |
| L000079 . . . . | CANON NP7000/8000 TONER . . . . .                       | \$60.00 . . . . .  | EA |
| L000406 . . . . | CANON STAPLES FOR 3050 COPIER, B-1 . . . . .            | \$5.00 . . . . .   | BX |
| L000407 . . . . | CANON STAPLES FOR 4050/80 COPIERS . . . . .             | \$30.00 . . . . .  | BX |
| L000924 . . . . | CANON STARTER DEVELOPER, BLACK, F41-6802-100 . . . . .  | \$32.00 . . . . .  | EA |
| L000927 . . . . | CANON STARTER DEVELOPER, CYAN, F41-6812-000 . . . . .   | \$32.00 . . . . .  | EA |
| L000926 . . . . | CANON STARTER DEVELOPER, MAGENTA, . . . . .             | \$32.00 . . . . .  | EA |
| L000925 . . . . | CANON STARTER DEVELOPER, YELLOW, F41-6832-100 . . . . . | \$32.00 . . . . .  | EA |
| L000931 . . . . | CANON TONER BLACK, NP1010/1020, F41-6601-000 . . . . .  | \$26.00 . . . . .  | BX |
| L000405 . . . . | CANON TONER FOR 3050 COPIERS, NP5. . . . .              | \$43.00 . . . . .  | BT |
| L000408 . . . . | CANON TONER FOR 4835 COPIER . . . . .                   | \$71.00 . . . . .  | BT |
| L000905 . . . . | CANON TONER GP55, F41-8601-000 . . . . .                | \$36.01 . . . . .  | EA |
| L000410 . . . . | CANON TONER, 2120 COPIER, NPG-1 . . . . .               | \$51.00 . . . . .  | BX |
| L000404 . . . . | CANON TONER, 4050/4080 COPIERS (F418001000). . . . .    | \$41.00 . . . . .  | BT |
| L000409 . . . . | CANON TONER, 9800 COPIER, NPG-2 (F41-7701-00) . . . . . | \$70.00 . . . . .  | BX |
| L000929 . . . . | CANON, COLOR SILICON OIL, KF8-9376-000 . . . . .        | \$30.00 . . . . .  | EA |
| L000904 . . . . | CANON, NPG-10 (6050) . . . . .                          | \$88.00 . . . . .  | EA |

### **Cards/Card Filing**

|                 |                                                      |                  |    |
|-----------------|------------------------------------------------------|------------------|----|
| 2470318 . . . . | INDEX CARD 3"x5" RULED, WHITE . . . . .              | \$ .69 . . . . . | HD |
| 2643723 . . . . | INDEX CARD, 4"x6" RULED, WHITE . . . . .             | \$1.06 . . . . . | HD |
| 2447459 . . . . | INDEX CARD, 4"x6" UNRULED, WHITE . . . . .           | \$1.27 . . . . . | HD |
| 2439437 . . . . | INDEX CARD, 5"x8" RULED, WHITE . . . . .             | \$1.08 . . . . . | HD |
| 2439436 . . . . | INDEX CARD, 5"x8" UNRULED, WHITE . . . . .           | \$1.03 . . . . . | HD |
| 3723110 . . . . | INDEX CARDS, 3"x5" PERFORATED SWEAR NO MORE. . . . . | \$3.10 . . . . . | PK |
| 8611272 . . . . | CARD SET 5"x8" ALPHA. . . . .                        | \$1.15 . . . . . | EA |

| ITEM NO.        | DESCRIPTION                                           | PRICE             | UNIT CODE |
|-----------------|-------------------------------------------------------|-------------------|-----------|
| 2613819 . . . . | CARD SET FILE, 1/5 PLAIN . . . . .                    | \$2.00 . . . . .  | HD        |
| 0822635 . . . . | CARD SET, GUIDE, FILE 1/3 CUT LEGAL SIZE . . . . .    | \$ .19 . . . . .  | EA        |
| 9886521 . . . . | CARD, GUIDE FILE, CENTER 1/3 . . . . .                | \$18.26 . . . . . | HD        |
| 2346354 . . . . | CARD FILE BOX PLASTIC, 5"x8" . . . . .                | \$6.99 . . . . .  | EA        |
| 2853144 . . . . | CARD FILE BOX, 3"x5" . . . . .                        | \$10.57 . . . . . | EA        |
| 2853145 . . . . | CARD FILE BOX, WOOD 3"x5" 10 IN. . . . .              | \$18.20 . . . . . | EA        |
| 2346355 . . . . | BOX VINYL FOR 4"x6" CARD . . . . .                    | \$1.36 . . . . .  | EA        |
| 2853143 . . . . | BOX, WOODEN CARD FILE FOR 3"x5" CARDS . . . . .       | \$6.99 . . . . .  | EA        |
| 9855907 . . . . | DOCUMENT FILE BOX (CARDBOARD). . . . .                | \$ .79 . . . . .  | EA        |
| L000089 . . . . | ROLODEX CARD, 2"x4" . . . . .                         | \$ .57 . . . . .  | PK        |
| L000090 . . . . | ROLODEX CARD, 3"x5" . . . . .                         | \$ .68 . . . . .  | PK        |
| 2074248 . . . . | ROLODEX, ALPHABETICAL 2"x4" CARDS . . . . .           | \$5.25 . . . . .  | SE        |
| L000349 . . . . | ROLODEX, ALPHABETICAL 3"x5" CARDS . . . . .           | \$6.25 . . . . .  | SE        |
| L000094 . . . . | ROLODEX, ROTARY SWIVEL W/ 2"x4" CARDS . . . . .       | \$17.98 . . . . . | EA        |
| L000092 . . . . | ROLODEX, ROTARY SWIVEL W/ 3"x5" CARDS . . . . .       | \$27.65 . . . . . | EA        |
| L000095 . . . . | ROLODEX, ROTARY SWIVEL W/ COVER, 2"x4" CARDS. . . . . | \$20.03 . . . . . | EA        |
| L000093 . . . . | ROLODEX, V GLIDE W/ 2"x4" CARDS . . . . .             | \$10.37 . . . . . | EA        |
| L000091 . . . . | ROLODEX, V GLIDE W/ 3"x5" CARDS . . . . .             | \$12.82 . . . . . | EA        |

### **Cardboard**

|                 |                                    |                  |    |
|-----------------|------------------------------------|------------------|----|
| L000174 . . . . | CARDBOARD SHEET, 11"x15" . . . . . | \$4.95 . . . . . | PK |
| L000173 . . . . | CARDBOARD SHEET, 36"x38" . . . . . | \$2.66 . . . . . | SH |
| L000175 . . . . | CARDBOARD SHEET, 6"x10" . . . . .  | \$5.29 . . . . . | PK |
| L000176 . . . . | CARDBOARD SHEET, 9"x11" . . . . .  | \$4.15 . . . . . | PK |

### **Clips**

|                 |                                        |                  |    |
|-----------------|----------------------------------------|------------------|----|
| 2855995 . . . . | BINDER CLIP, LARGE . . . . .           | \$3.36 . . . . . | DZ |
| 2236807 . . . . | BINDER CLIP, MEDIUM . . . . .          | \$1.30 . . . . . | DZ |
| 2828201 . . . . | BINDER CLIP, SMALL . . . . .           | \$ .51 . . . . . | DZ |
| L000088 . . . . | PAPER CLIP, LARGE "GEM" STYLE. . . . . | \$3.43 . . . . . | BX |
| 1614292 . . . . | PAPER CLIP, STANDARD . . . . .         | \$2.13 . . . . . | BX |

### **Clipboards**

|                 |                                  |                  |    |
|-----------------|----------------------------------|------------------|----|
| 2544610 . . . . | CLIPBOARD, LEGAL SIZE . . . . .  | \$ .92 . . . . . | EA |
| 2815918 . . . . | CLIPBOARD, LETTER SIZE . . . . . | \$1.44 . . . . . | EA |

### **Cassettes**

|                 |                                                |                  |    |
|-----------------|------------------------------------------------|------------------|----|
| 1060379 . . . . | DICTATION CASSETTE, 120 MINUTES . . . . .      | \$1.32 . . . . . | EA |
| 1060421 . . . . | DICTATION CASSETTE, 60 MINUTES. . . . .        | \$ .86 . . . . . | EA |
| 1060422 . . . . | DICTATION CASSETTE, 90 MINUTES . . . . .       | \$1.10 . . . . . | EA |
| 2073883 . . . . | DICTATION MICRO CASSETTE, 60 MINUTES . . . . . | \$1.69 . . . . . | EA |

### **Cleaning Supplies**

|                 |                                              |                  |    |
|-----------------|----------------------------------------------|------------------|----|
| 1250725 . . . . | CHEESECLOTH . . . . .                        | \$1.48 . . . . . | EA |
| 2073840 . . . . | CLEANER FOR COMPUTERS, ANTI-STATIC . . . . . | \$3.00 . . . . . | BT |
| 9265280 . . . . | CLEANER, GENERAL PURPOSE . . . . .           | \$5.66 . . . . . | BT |

| ITEM NO.        | DESCRIPTION                 | PRICE            | UNIT CODE |
|-----------------|-----------------------------|------------------|-----------|
| 3340023 . . . . | HAND CLEANER PADS . . . . . | \$ .84 . . . . . | BX        |
| 6044150 . . . . | TACKY FINGER . . . . .      | \$ .41 . . . . . | EA        |

### **Computer Accessories**

|                 |                                     |                  |    |
|-----------------|-------------------------------------|------------------|----|
| 3684809 . . . . | MOUSE PAD, COMPUTER, BLUE . . . . . | \$1.84 . . . . . | EA |
| 3684810 . . . . | MOUSE PAD, COMPUTER, GRAY . . . . . | \$1.84 . . . . . | EA |
| 3684808 . . . . | MOUSE PAD, COMPUTER, RED . . . . .  | \$1.84 . . . . . | EA |

### **Correction Supplies**

|                 |                                                 |                  |    |
|-----------------|-------------------------------------------------|------------------|----|
| 0202806 . . . . | CORRECTION FLUID . . . . .                      | \$ .77 . . . . . | BT |
| L000184 . . . . | CORRECTION FLUID, LIQUID PAPER . . . . .        | \$ .90 . . . . . | BT |
| L000183 . . . . | CORRECTION FLUID, LIQUID PAPER/COPIES . . . . . | \$ .81 . . . . . | BT |
| 2195753 . . . . | CORRECTION RIBBON, IBM ORANGE . . . . .         | \$1.49 . . . . . | EA |
| 1674362 . . . . | CORRECTION TAPE, 1" . . . . .                   | \$1.20 . . . . . | RO |
| 2112666 . . . . | CORRECTION TAPE, 1/3" . . . . .                 | \$ .71 . . . . . | RO |
| 2112665 . . . . | CORRECTION TAPE, 1/6" . . . . .                 | \$ .48 . . . . . | RO |
| 0952184 . . . . | IBM SELECTRIC II CORRECTABLE . . . . .          | \$ .79 . . . . . | EA |

### **Cutting Supplies**

|                 |                                   |                  |    |
|-----------------|-----------------------------------|------------------|----|
| 8925071 . . . . | CRAFTMAN'S KNIFE . . . . .        | \$1.91 . . . . . | EA |
| 2932865 . . . . | CRAFTMAN'S KNIFE BLADES . . . . . | \$ .36 . . . . . | PG |
| 2933444 . . . . | SHEARS 6" . . . . .               | \$7.33 . . . . . | EA |
| 2939199 . . . . | SHEARS, 7" . . . . .              | \$6.96 . . . . . | EA |
| 1616912 . . . . | SHEARS, 9" . . . . .              | \$7.07 . . . . . | EA |

### **Desk Accessories**

|                 |                                                        |                   |    |
|-----------------|--------------------------------------------------------|-------------------|----|
| 2247238 . . . . | DESK PAD, 19"x24" . . . . .                            | \$2.34 . . . . .  | EA |
| L000085 . . . . | DESK PAD, 20"x36" . . . . .                            | \$4.88 . . . . .  | EA |
| 2851801 . . . . | DESK PAD, 24"x36" . . . . .                            | \$14.79 . . . . . | EA |
| 1528280 . . . . | DESK BLOTTER PAD REFILL, CH. BROWN, 19"x24" . . . . .  | \$ .28 . . . . .  | EA |
| 5594340 . . . . | DESK BLOTTER PAD REFILL, CH. BROWN, 24"x38" . . . . .  | \$ .74 . . . . .  | EA |
| 2223440 . . . . | DESK BLOTTER PAD REFILL, MOSS GREEN, 19"x24" . . . . . | \$ .24 . . . . .  | EA |
| 2855840 . . . . | DESK BLOTTER PAD REFILL, MOSS GREEN, 24"x38" . . . . . | \$ .55 . . . . .  | EA |
| L000167 . . . . | DESK TRAY ORGANIZER, PLASTIC . . . . .                 | \$2.75 . . . . .  | EA |
| 4942447 . . . . | DESKTRAY SUPPORTS . . . . .                            | \$1.57 . . . . .  | SE |
| 0944309 . . . . | DESKTRAY, PLASTIC, LEGAL SIZE . . . . .                | \$3.21 . . . . .  | EA |
| 0944307 . . . . | DESKTRAY, PLASTIC, LETTER SIZE . . . . .               | \$2.03 . . . . .  | EA |
| 2326828 . . . . | DESKTRAY, WOOD . . . . .                               | \$13.50 . . . . . | EA |
| 2855043 . . . . | DESKTRAY, WOOD "EXECUTIVE" TYPE . . . . .              | \$33.70 . . . . . | EA |
| L000086 . . . . | PEN AND PENCIL CUP . . . . .                           | \$1.62 . . . . .  | EA |
| 1616211 . . . . | SUPPLY CUP (PAPER CLIP DISH) . . . . .                 | \$ .31 . . . . .  | EA |
| 2645479 . . . . | BOOK ENDS, METAL, GREY . . . . .                       | \$1.51 . . . . .  | SE |
| 0687905 . . . . | BOOK REST . . . . .                                    | \$2.52 . . . . .  | EA |
| L000084 . . . . | COPYHOLDER . . . . .                                   | \$19.95 . . . . . | EA |
| 1394900 . . . . | RACK, METAL DISTRIBUTION . . . . .                     | \$6.59 . . . . .  | EA |
| L000159 . . . . | MEMODEX ORGANIZER . . . . .                            | \$3.52 . . . . .  | EA |
| 2404841 . . . . | LETTER OPENER, METAL . . . . .                         | \$ .51 . . . . .  | EA |
| 1828535 . . . . | CALCULATOR, HAND HELD (SOLAR) . . . . .                | \$11.67 . . . . . | EA |

| ITEM NO. | DESCRIPTION | PRICE | UNIT CODE |
|----------|-------------|-------|-----------|
|----------|-------------|-------|-----------|

### ***Diskettes***

|                 |                                                    |                   |    |
|-----------------|----------------------------------------------------|-------------------|----|
| L000016 . . . . | DISKETTE FILE HOLDER FOR THE 3.5" DISK . . . . .   | \$14.95 . . . . . | EA |
| L000403 . . . . | DISKETTE, 3.5" EXTRA HD, DS . . . . .              | \$61.00 . . . . . | BX |
| L000012 . . . . | DISKETTE, 3.5" DOUBLE DENSITY (MFD2DD) . . . . .   | \$6.25 . . . . .  | BX |
| L000013 . . . . | DISKETTE, 3.5" HIGH DENSITY (MF2HD) . . . . .      | \$4.00 . . . . .  | BX |
| L000014 . . . . | DISKETTE, 5.25" DOUBLE DENSITY (MD55001) . . . . . | \$3.38 . . . . .  | BX |
| L000015 . . . . | DISKETTE, 5.25" HIGH DENSITY (MD2HD) . . . . .     | \$6.51 . . . . .  | BX |

### ***Dividers***

|                 |                                                       |                  |    |
|-----------------|-------------------------------------------------------|------------------|----|
| L000106 . . . . | DIVIDER, 1/5th CUT CLEAR INSERTABLE TABS, . . . . .   | \$ .21 . . . . . | SE |
| L000508 . . . . | DIVIDER, 1/5th CUT COLOR INSERTABLE TABS, . . . . .   | \$ .21 . . . . . | SE |
| 9594441 . . . . | DIVIDER, 1/5th CUT TABS, WHITE, 8.5"x11" . . . . .    | \$2.56 . . . . . | SE |
| L000107 . . . . | DIVIDER, ALPHABETICAL LEATHER, 8.5"x11" . . . . .     | \$3.97 . . . . . | SE |
| L000108 . . . . | DIVIDER, MONTHLY LEATHER, 8.5"x11" . . . . .          | \$2.14 . . . . . | SE |
| L000109 . . . . | DIVIDER, NUMERICAL LEATHER, 8.5"x11" . . . . .        | \$2.78 . . . . . | SE |
| L000110 . . . . | DIVIDER, STATELY LEATHER, 8.5"x11" . . . . .          | \$9.95 . . . . . | SE |
| 2866984 . . . . | DIVIDER, THREE RING SHEET W/OUT TAB, YELLOW . . . . . | \$2.91 . . . . . | HD |

### ***Document Protectors***

|                 |                                                            |                  |    |
|-----------------|------------------------------------------------------------|------------------|----|
| 2861407 . . . . | DOCUMENT PROTECTOR, 8.5"x11"- GSA . . . . .                | \$3.15 . . . . . | BX |
| L000702 . . . . | DOCUMENT PROTECTOR, CLEAR, SEALED ON THREE SIDES . . . . . | \$8.99 . . . . . | BX |
| 3815300 . . . . | DOCUMENT PROTECTOR, TOP LOADER, GSA . . . . .              | \$6.95 . . . . . | BK |
| 0841021 . . . . | COVER SHEET, "EXECUTIVE CORRESPONDENCE" . . . . .          | \$4.61 . . . . . | BX |

### ***Envelopes***

|                 |                                            |                  |    |
|-----------------|--------------------------------------------|------------------|----|
| 2866935 . . . . | ENVELOPE, COIN . . . . .                   | \$5.30 . . . . . | BX |
| 2866937 . . . . | ENVELOPE, COIN (SMALL) . . . . .           | \$ .31 . . . . . | BX |
| L000193 . . . . | ENVELOPE, GREY, 17"x22" . . . . .          | \$ .40 . . . . . | EA |
| L000190 . . . . | ENVELOPE, KRAFT, 10"x15" . . . . .         | \$ .08 . . . . . | EA |
| L000194 . . . . | ENVELOPE, KRAFT, 6"x10" . . . . .          | \$ .02 . . . . . | EA |
| L000195 . . . . | ENVELOPE, KRAFT, 9.5"x12" . . . . .        | \$ .07 . . . . . | EA |
| L000191 . . . . | ENVELOPE, KRAFT, 12"x16" . . . . .         | \$ .09 . . . . . | EA |
| L000192 . . . . | ENVELOPE, KRAFT, 14.5"x18" . . . . .       | \$ .10 . . . . . | EA |
| 2223468 . . . . | ENVELOPE, MESSENGER, LEGAL . . . . .       | \$ .14 . . . . . | EA |
| 2223467 . . . . | ENVELOPE, MESSENGER, LETTER SIZE . . . . . | \$ .07 . . . . . | EA |
| 2866970 . . . . | ENVELOPE, WHITE, SIZE 10 . . . . .         | \$ .02 . . . . . | EA |
| L000189 . . . . | ENVELOPE, WHITE, SIZE 6 . . . . .          | \$ .04 . . . . . | EA |
| L000303 . . . . | OA 10 ENVELOPE, WHITE . . . . .            | \$ .00 . . . . . | EA |
| L000307 . . . . | OA 10"x15" KRAFT ENVELOPE . . . . .        | \$ .00 . . . . . | EA |
| L000304 . . . . | OA 9.5"x12" KRAFT ENVELOPE . . . . .       | \$ .00 . . . . . | EA |
| L000352 . . . . | OMB 10 KRAFT ENVELOPE . . . . .            | \$ .00 . . . . . | EA |
| L000310 . . . . | OMB 10 ENVELOPE, WHITE . . . . .           | \$ .00 . . . . . | EA |
| L000621 . . . . | OMB 10 WINDOW ENVELOPE . . . . .           | \$ .00 . . . . . | EA |
| L000312 . . . . | OMB 10"x15" KRAFT ENVELOPE . . . . .       | \$ .00 . . . . . | EA |
| L000311 . . . . | OMB 9.5"x12" KRAFT ENVELOPE . . . . .      | \$ .00 . . . . . | EA |
| L000530 . . . . | OMB, ENVELOPE W/WINDOW, WHITE . . . . .    | \$ .00 . . . . . | EA |

| ITEM NO. | DESCRIPTION | PRICE | UNIT CODE |
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|----------|-------------|-------|-----------|

### **Erasers**

|                 |                                             |                  |    |
|-----------------|---------------------------------------------|------------------|----|
| 3328794 . . . . | ERASER, MECHANICAL PENCIL (PDE-1) . . . . . | \$ .42 . . . . . | TU |
| 2237046 . . . . | ERASER, PENCIL . . . . .                    | \$ .12 . . . . . | EA |
| 6345352 . . . . | ERASER, PENCIL MOUNTABLE . . . . .          | \$ .03 . . . . . | EA |

### **Extension Cords**

|                 |                               |                  |    |
|-----------------|-------------------------------|------------------|----|
| 9358799 . . . . | EXTENSION CORD 8' . . . . .   | \$4.23 . . . . . | EA |
| 1440091 . . . . | EXTENSION CORD, 12' . . . . . | \$5.75 . . . . . | EA |
| L000624 . . . . | EXTENSION CORD, 15' . . . . . | \$2.50 . . . . . | EA |
| 0230120 . . . . | EXTENSION CORD, 9' . . . . .  | \$3.92 . . . . . | EA |
| L000161 . . . . | POWERSTRIP . . . . .          | \$8.23 . . . . . | EA |

### **Fasteners**

|                 |                                  |                  |    |
|-----------------|----------------------------------|------------------|----|
| 2356068 . . . . | FASTENER, 2" CAPACITY . . . . .  | \$1.20 . . . . . | BX |
| 2050806 . . . . | FASTENER, 3" CAPACITY . . . . .  | \$3.70 . . . . . | BX |
| 6342463 . . . . | 3" SLIDE FASTENER BASE . . . . . | \$7.11 . . . . . | HD |

### **Filing**

|                 |                                                           |                   |    |
|-----------------|-----------------------------------------------------------|-------------------|----|
| 2852916 . . . . | EXPANDABLE FILING JACKET, LEGAL . . . . .                 | \$14.25 . . . . . | BX |
| 2852917 . . . . | EXPANDABLE FILING JACKET, LETTER . . . . .                | \$13.00 . . . . . | BX |
| 2861722 . . . . | EXPANDABLE FOLDER, ALPHABETICAL DIVIDERS . . . . .        | \$6.42 . . . . .  | EA |
| 2861723 . . . . | EXPANDABLE FOLDER, NUMERICAL DIVIDERS . . . . .           | \$8.57 . . . . .  | EA |
| 2814847 . . . . | EXPANDING WALLET, W/TIE, LEGAL . . . . .                  | \$1.01 . . . . .  | EA |
| 2863993 . . . . | EXPANDING WALLET, W/TIE . . . . .                         | \$ .92 . . . . .  | EA |
| L000111 . . . . | EXTEND-A-FILE, BLACK . . . . .                            | \$1.28 . . . . .  | EA |
| 9890684 . . . . | FILE 1/3 CUT LETTER SIZE 1ST & 3RD PCS. . . . .           | \$ .15 . . . . .  | EA |
| 2852567 . . . . | FILE BINDER PAGE, W/FASTENER, RED . . . . .               | \$9.16 . . . . .  | BX |
| 9886516 . . . . | FILE CARD GUIDE, 1/3 CUT 2ND POS, LETTER . . . . .        | \$10.86 . . . . . | HD |
| 9886520 . . . . | FILE CARD GUIDE, 1/3 CUT, PLAIN, LEGAL . . . . .          | \$10.00 . . . . . | HD |
| 9886515 . . . . | FILE CARD GUIDE, 1/3 CUT, PLAIN, LETTER . . . . .         | \$10.86 . . . . . | HD |
| 2613813 . . . . | FILE CARD GUIDE, 5"x8"- BUFF . . . . .                    | \$1.80 . . . . .  | SE |
| 9890697 . . . . | FILE CARD GUIDE, ALPHABETICAL/NUMERICAL, LEGAL . . . . .  | \$4.11 . . . . .  | SE |
| 9890698 . . . . | FILE CARD GUIDE, ALPHABETICAL/NUMERICAL, LETTER . . . . . | \$3.49 . . . . .  | SE |
| 2495969 . . . . | FILE GUIDE CARD SET 3"x5" . . . . .                       | \$1.07 . . . . .  | SE |
| 5747172 . . . . | FILE GUIDE CARD SET NUMERICAL . . . . .                   | \$1.05 . . . . .  | SE |
| 2861725 . . . . | BOOK FILE, ALPHABETICAL, LEGAL . . . . .                  | \$6.91 . . . . .  | EA |
| 2861726 . . . . | BOOK FILE, ALPHABETICAL, LETTER . . . . .                 | \$5.68 . . . . .  | EA |
| 2861724 . . . . | BOOK FILE, NUMERICAL, LETTER . . . . .                    | \$6.91 . . . . .  | EA |
| L000620 . . . . | DRAWER FRAME, UNIFRAME . . . . .                          | \$5.75 . . . . .  | EA |

### **File Folders**

|                 |                                            |                   |    |
|-----------------|--------------------------------------------|-------------------|----|
| 2815939 . . . . | FOLDER, 1/3 CUT KRAFT, 8.5"x11" . . . . .  | \$8.04 . . . . .  | BX |
| 2815940 . . . . | FOLDER, 1/3 CUT KRAFT, 8.5"x14" . . . . .  | \$11.77 . . . . . | BX |
| 2822507 . . . . | FOLDER, 1/3 CUT MANILA, 8.5"x11" . . . . . | \$5.93 . . . . .  | BX |
| 2822508 . . . . | FOLDER, 1/3 CUT MANILA, 8.5"x14" . . . . . | \$7.50 . . . . .  | BX |
| L000273 . . . . | FOLDER, 8.5"x11", BLUE . . . . .           | \$13.00 . . . . . | BX |
| L000262 . . . . | FOLDER, 8.5"x11", GREEN . . . . .          | \$13.00 . . . . . | BX |

| ITEM NO.        | DESCRIPTION                                              | PRICE             | UNIT CODE |
|-----------------|----------------------------------------------------------|-------------------|-----------|
| L000261 . . . . | FOLDER, 8.5"x 11", ORANGE . . . . .                      | \$13.00 . . . . . | BX        |
| L000264 . . . . | FOLDER, 8.5"x 11", PINK . . . . .                        | \$13.00 . . . . . | BX        |
| L000345 . . . . | FOLDER, 8.5"x 11", PURPLE . . . . .                      | \$13.00 . . . . . | BX        |
| L000260 . . . . | FOLDER, 8.5"x 11", RED . . . . .                         | \$13.00 . . . . . | BX        |
| L000263 . . . . | FOLDER, 8.5"x 11", YELLOW . . . . .                      | \$13.00 . . . . . | BX        |
| L000272 . . . . | FOLDER, 8.5"x 14", BLUE . . . . .                        | \$13.00 . . . . . | BX        |
| L000269 . . . . | FOLDER, 8.5"x 14", GREEN . . . . .                       | \$13.00 . . . . . | BX        |
| L000270 . . . . | FOLDER, 8.5"x 14", ORANGE . . . . .                      | \$13.00 . . . . . | BX        |
| L000267 . . . . | FOLDER, 8.5"x 14", PINK . . . . .                        | \$13.00 . . . . . | BX        |
| L000271 . . . . | FOLDER, 8.5"x 14", RED . . . . .                         | \$13.00 . . . . . | BX        |
| L000268 . . . . | FOLDER, 8.5"x 14", YELLOW . . . . .                      | \$13.00 . . . . . | BX        |
| 5842489 . . . . | FOLDER, DOUBLE POCKET, DARK BLUE . . . . .               | \$.24 . . . . .   | EA        |
| 5842491 . . . . | FOLDER, DOUBLE POCKET, GREY . . . . .                    | \$.24 . . . . .   | EA        |
| 5842490 . . . . | FOLDER, DOUBLE POCKET, LIGHT BLUE . . . . .              | \$.24 . . . . .   | EA        |
| 5842492 . . . . | FOLDER, DOUBLE POCKET, TAN . . . . .                     | \$.24 . . . . .   | EA        |
| 2683993 . . . . | FOLDER, EXPANDING WALLET W/BAND, 9"x 11" . . . . .       | \$1.08 . . . . .  | EA        |
| 2683994 . . . . | FOLDER, EXPANDING WALLET W/BAND, 9"x 14" . . . . .       | \$.09 . . . . .   | EA        |
| 2868570 . . . . | FOLDER, HVY DTY 1/3 CUT GREEN, 8.5"x 11" . . . . .       | \$.40 . . . . .   | EA        |
| 2866924 . . . . | FOLDER, HVY DTY 1/3 CUT GREEN, 8.5"x 14" . . . . .       | \$.57 . . . . .   | EA        |
| 2868571 . . . . | FOLDER, HVY DTY 1/3 CUT GREEN, 8.5"x 14" . . . . .       | \$.46 . . . . .   | EA        |
| 2866923 . . . . | FOLDER, HVY DTY, 1/3 CUT GREEN, 8.5"x 11" W/IN . . . . . | \$.49 . . . . .   | EA        |
| L000487 . . . . | FOLDER, PURPLE, 8.5"x 14" . . . . .                      | \$13.00 . . . . . | BX        |
| 6630031 . . . . | FOLDER, STRAIGHT CUT KRAFT, 8.5"x 11" . . . . .          | \$6.91 . . . . .  | BX        |
| 2004308 . . . . | FOLDER, STRAIGHT CUT KRAFT, 8.5"x 14" . . . . .          | \$7.69 . . . . .  | BX        |
| 2910098 . . . . | FOLDER, STRAIGHT CUT MANILA, 8.5"x 11" . . . . .         | \$5.43 . . . . .  | BX        |
| 2851732 . . . . | FOLDER, STRAIGHT CUT MANILA, 8.5"x 14" . . . . .         | \$7.69 . . . . .  | BX        |
| 3649498 . . . . | HANGING DRAWER FILE FOLDER, GREEN, 8.5"x 11" . . . . .   | \$6.57 . . . . .  | BX        |
| 3576855 . . . . | HANGING DRAWER FILE FOLDER, GREEN, 8.5"x 14" . . . . .   | \$7.58 . . . . .  | BX        |

### **First Aid**

|                 |                                      |                   |    |
|-----------------|--------------------------------------|-------------------|----|
| L000913 . . . . | FIRST AID KIT (COMMERCIAL) . . . . . | \$17.25 . . . . . | EA |
| 6561094 . . . . | FIRST AID KIT (LARGE) . . . . .      | \$39.89 . . . . . | EA |

### **Forms**

|                 |                                                       |                  |    |
|-----------------|-------------------------------------------------------|------------------|----|
| L000125 . . . . | OA 22 TRAVEL AUTHORIZATION . . . . .                  | \$1.31 . . . . . | PK |
| 1389110 . . . . | OF 122 CLASSIFIED MATERIAL RECEIPT . . . . .          | \$6.61 . . . . . | HD |
| 8238130 . . . . | OF 23 CHARGE-OUT RECORD . . . . .                     | \$3.60 . . . . . | HD |
| 3177368 . . . . | OF 99 FAX TRANSMITTAL MEMO (50 SHEETS/PD) . . . . .   | \$.40 . . . . .  | PD |
| 1489831 . . . . | OF 102 COMMUNICATION CONTROL RECORD . . . . .         | \$2.48 . . . . . | HD |
| 3519178 . . . . | OF 612 OPTIONAL APPLICATION FOR FEDERAL . . . . .     | \$2.55 . . . . . | HD |
| L000318 . . . . | OMB 29 SIGNATURE TAB . . . . .                        | \$.00 . . . . .  | PK |
| 6826423 . . . . | OPTIONAL FORM 11 REFERENCE REQUEST-FED . . . . .      | \$6.15 . . . . . | HD |
| 6344265 . . . . | OPTIONAL FORM 8 POSITION DESCRIPTION . . . . .        | \$1.11 . . . . . | HD |
| L000317 . . . . | OMB FORM 87 . . . . .                                 | \$.00 . . . . .  | EA |
| L000126 . . . . | PROPERTY PASS . . . . .                               | \$1.80 . . . . . | PK |
| 6344180 . . . . | SF-1012 TRAVEL VOUCHER . . . . .                      | \$1.25 . . . . . | HD |
| 6344181 . . . . | SF-1012A TRAVEL VOUCHER MEMO . . . . .                | \$1.36 . . . . . | HD |
| 1594837 . . . . | SF-122 TRANSFER ORDER, EXCESS PERSONAL . . . . .      | \$3.14 . . . . . | PD |
| 1428758 . . . . | SF-177 STATEMENT OF PHYSICAL DISABILITY FOR . . . . . | \$2.64 . . . . . | HD |
| 0199452 . . . . | SF-215 DEPOSIT TICKET (OCR) . . . . .                 | \$3.45 . . . . . | PG |

| ITEM NO.         | DESCRIPTION                                             | PRICE             | UNIT CODE |
|------------------|---------------------------------------------------------|-------------------|-----------|
| 0284828 . . . .  | SF-256 SELF IDENTIFICATION OF MEDICAL . . . . .         | \$1.10 . . . . .  | HD        |
| 2316227 . . . .  | SF-2809 HEALTH BENEFITS REGISTRATION FORM . . . . .     | \$16.10 . . . . . | HD        |
| 2321234 . . . .  | SF-2810 NOTICE OF CHANGE IN HEALTH BENEFITS . . . . .   | \$6.67 . . . . .  | HD        |
| 2315585 . . . .  | SF-2818 . . . . .                                       | \$7.89 . . . . .  | HD        |
| 2315586 . . . .  | SF-2819 NOTICE OF CONVERSION PRIVILEGE . . . . .        | \$1.30 . . . . .  | HD        |
| 1316228 . . . .  | SF-2823 DESIGNATION OF BENEFICIARY (FEGLI) . . . . .    | \$4.32 . . . . .  | HD        |
| 2469252 . . . .  | SF-3102 DESIGNATION OF BENEFICIARY (FERS) . . . . .     | \$4.21 . . . . .  | HD        |
| 2495577 . . . .  | SF-3106A CURRENT/FORMER SPOUSE'S NOTIFICATION . . . . . | \$1.29 . . . . .  | HD        |
| 9652379 . . . .  | SF-344 MULTIUSE STANDARD REQUISITIONING FORM . . . . .  | \$1.05 . . . . .  | PD        |
| 3519173 . . . .  | SF-450 CONFIDENTIAL FINANCIAL DISCLOSURE . . . . .      | \$2.70 . . . . .  | PG        |
| 3336236 . . . .  | SF-50 NOTIFICATION OF PERSONNEL ACTION . . . . .        | \$8.00 . . . . .  | HD        |
| 3336238 . . . .  | SF-50-B NOTIFICATION OF PERSONNEL ACTION FIVE . . . . . | \$29.19 . . . . . | BX        |
| 2223442 . . . .  | SF-66 PERSONNEL FOLDER . . . . .                        | \$33.11 . . . . . | HD        |
| 2145372 . . . .  | SF-700 SECURITY CONTAINER INFORMATION . . . . .         | \$8.00 . . . . .  | HD        |
| 2075536 . . . .  | SF-706 TOP SECRET LABEL (6/SH) . . . . .                | \$ .16 . . . . .  | SH        |
| 2075540 . . . .  | SF-709 CLASSIFIED LABEL . . . . .                       | \$ .19 . . . . .  | SH        |
| 2075539 . . . .  | SF-710 UNCLASSIFIED LABEL . . . . .                     | \$ .16 . . . . .  | SH        |
| 6343964 . . . .  | SF-8 NOTICE TO FEDERAL EMPLOYEE ABOUT . . . . .         | \$1.10 . . . . .  | HD        |
| 6344034 . . . .  | SF-83 CLEARANCE REQUEST AND NOTICE OF ACTION . . . . .  | \$1.63 . . . . .  | HD        |
| 0993446 . . . .  | SF-181 RACE AND NATIONAL ORIGIN . . . . .               | \$1.41 . . . . .  | HD        |
| 9856979 . . . .  | SF-225 REPORT OF OBLIGATIONS . . . . .                  | \$1.44 . . . . .  | HD        |
| 634426 . . . .   | SF-2808 DESIGNATION OF BENEFICIARY . . . . .            | \$2.87 . . . . .  | HD        |
| 2495576 . . . .  | SF-3106 APPLICATION FOR REFUND OF RETIREMENT . . . . .  | \$14.64 . . . . . | HD        |
| 3519177 . . . .  | SF-510, APPLYING FOR A GOVERNMENT JOB . . . . .         | \$1.58 . . . . .  | HD        |
| 9350999 . . . .  | SF-61B DECLARATION OF APPOINTEE . . . . .               | \$1.30 . . . . .  | HD        |
| 6826750 . . . .  | SF-75 REQUEST FOR PRELIMINARY EMPLOYMENT DATA . . . . . | \$3.15 . . . . .  | HD        |
| 66826750 . . . . | SF-75 REQUEST FOR PRELIMINARY EMPLOYMENT DATA . . . . . | \$3.15 . . . . .  | HD        |
| 6344211 . . . .  | SF1038 APPLICATION AND ACCOUNT FOR ADVANCE . . . . .    | \$1.91 . . . . .  | HD        |
| 6344230 . . . .  | SF1080 VOUCHER FOR TRANSFERS BETWEEN . . . . .          | \$1.06 . . . . .  | HD        |
| 6344234 . . . .  | SF1081 VOUCHER & SCHEDULE OF . . . . .                  | \$7.19 . . . . .  | HD        |
| 6344338 . . . .  | SF1150 RECORD OF LEAVE DATA . . . . .                   | \$3.73 . . . . .  | HD        |
| 6344340 . . . .  | SF1152 DESIGNATION OF BENEFICIARY . . . . .             | \$4.38 . . . . .  | HD        |
| 6344356 . . . .  | SF1164 CLAIM FOR REIMBURSEMENT FOR . . . . .            | \$1.16 . . . . .  | HD        |
| 1352376 . . . .  | SP1166 OCR, VOUCHER & SCHEDULE OF PAYMENTS . . . . .    | \$10.19 . . . . . | HD        |
| 5263709 . . . .  | SF1184 . . . . .                                        | \$2.82 . . . . .  | HD        |
| 0580224 . . . .  | SF1199A AUTHORIZATION FOR DEPOSIT OF . . . . .          | \$5.18 . . . . .  | HD        |
| 6344074 . . . .  | SF120 REPORT OF EXCESS PERSONAL PROPERTY . . . . .      | \$9.24 . . . . .  | HD        |
| 6344075 . . . .  | SF120-A CONTINUATION SHEET FOR SF120 . . . . .          | \$8.27 . . . . .  | HD        |
| 6344083 . . . .  | SF127 REQ: FOR OFFICIAL PERSONNEL FOLDER . . . . .      | \$8.00 . . . . .  | HD        |
| 1528086 . . . .  | SF129 BIDDER'S MAILING LIST APPLICATION . . . . .       | \$1.11 . . . . .  | HD        |
| 9357150 . . . .  | SF171 APPLICATION FOR FEDERAL EMPLOYMENT . . . . .      | \$5.18 . . . . .  | HD        |
| 9357157 . . . .  | SF171A CONTINUATION SHEET FOR SF 171 . . . . .          | \$1.59 . . . . .  | HD        |
| 0083900 . . . .  | SF182 REQUEST AUTHORIZATION FOR TRAINING . . . . .      | \$9.16 . . . . .  | HD        |
| 0708444 . . . .  | SF278 FINANCIAL DISCLOSURE REPORT . . . . .             | \$9.77 . . . . .  | PK        |
| 6344249 . . . .  | SF2800 APPLICATION FOR DEATH BENEFITS . . . . .         | \$4.42 . . . . .  | HD        |
| 6344250 . . . .  | SF2801 APPLICATION FOR RETIREMENT (CSRS) . . . . .      | \$20.16 . . . . . | HD        |
| 6344252 . . . .  | SF2803 APPLICATION TO MAKE DEPOSIT OR . . . . .         | \$2.44 . . . . .  | HD        |
| 6344255 . . . .  | SF2806 INDIVIDUAL RETIREMENT RECORD (CSRS) . . . . .    | \$4.77 . . . . .  | HD        |
| 1308501 . . . .  | SF2809-A FED. EMPLOY. HLTH. BEN. . . . .                | \$5.25 . . . . .  | HD        |
| 2314279 . . . .  | SF2811 TRANSMITTAL AND SUMMARY REPORT . . . . .         | \$4.33 . . . . .  | HD        |
| 2314280 . . . .  | SF2817 LIFE INSURANCE ELECTION COVERAGE . . . . .       | \$6.24 . . . . .  | HD        |
| 2315587 . . . .  | SF2821 AGENCY CERTIFICATION OF INSURANCE . . . . .      | \$8.49 . . . . .  | HD        |

| ITFM NO.        | DESCRIPTION                                           | PRICE             | UNIT CODE |
|-----------------|-------------------------------------------------------|-------------------|-----------|
| 2315588 . . . . | SF2822 REQUEST FOR INSURANCE . . . . .                | \$1.42 . . . . .  | HD        |
| 1528070 . . . . | SF30 PAPER FORMS CARDS CHECKS OR TICKETS . . . . .    | \$1.06 . . . . .  | HD        |
| 2495574 . . . . | SF3105 APP. FOR DIS. RETIREMENT UNDER FERS.. . . .    | \$3.89 . . . . .  | HD        |
| 3177369 . . . . | SF3110 FORMER SPOUSE'S CONSENT TO FERS ELECT. . . . . | \$1.26 . . . . .  | HD        |
| 6343995 . . . . | SF39 CERTIFICATION FORM CONSISTS FOR PARTS . . . . .  | \$10.43 . . . . . | HD        |
| 3336239 . . . . | SP52 REQUEST FOR PERSONNEL ACTION . . . . .           | \$1.30 . . . . .  | HD        |
| 6344015 . . . . | SP61 APPOINTMENT AFFIDAVIT . . . . .                  | \$1.09 . . . . .  | HD        |
| 6344018 . . . . | SF63 MEMORANDUM OF CALL . . . . .                     | \$5.56 . . . . .  | HD        |
| 6343962 . . . . | SF7 SERVICE RECORD CARD VISIBLE POCKET TYPE . . . . . | \$3.89 . . . . .  | HD        |
| 2137899 . . . . | SF701 ACTIVITY SECURITY CHECKLIST . . . . .           | \$1.34 . . . . .  | HD        |
| 2137900 . . . . | SF702 SECURITY CONTAINER CHECK SHEET . . . . .        | \$5.18 . . . . .  | HD        |
| 2137901 . . . . | SF703 TOP SECRET COVER SHEET . . . . .                | \$4.12 . . . . .  | HD        |
| 2137902 . . . . | SF704 SECRET COVER SHEET . . . . .                    | \$4.68 . . . . .  | ED        |
| 2137903 . . . . | SF705 CONFIDENTIAL COVER SHEET . . . . .              | \$8.72 . . . . .  | HD        |
| 2075537 . . . . | SF707 SECRET LABEL . . . . .                          | \$8.86 . . . . .  | SH        |
| 2075538 . . . . | SF708 CONFIDENTIAL LABEL . . . . .                    | \$ .20 . . . . .  | SH        |
| 7535067 . . . . | SF71 APPLICATION FOR LEAVE . . . . .                  | \$ .71 . . . . .  | HD        |
| 2805505 . . . . | SF800 REQ.FOR BARRIER REMOVAL OR REASONABLE . . . . . | \$17.75 . . . . . | BK        |
| 6344331 . . . . | SF82 AGENCY REPORT OF MOTOR VEHICLE DATA . . . . .    | \$2.43 . . . . .  | EA        |
| 6344036 . . . . | SF66 SECURITY INVESTIGATION DATA . . . . .            | \$6.48 . . . . .  | HD        |
| 2684828 . . . . | SF86A CONTINUATION SHEET FOR SF 86 . . . . .          | \$3.29 . . . . .  | HD        |
| 6344037 . . . . | SF87 OFFICE OF PERSONNEL MANAGEMENT . . . . .         | \$3.43 . . . . .  | HD        |
| 1818368 . . . . | SF93 REPORT OF MEDICAL HISTORY . . . . .              | \$1.30 . . . . .  | HD        |
| 6344101 . . . . | STATEMENT OF PRIOR FEDERAL CIVILIAN AND . . . . .     | \$3.29 . . . . .  | RD        |

### **Kodak Supplies**

|                 |                                                   |                    |    |
|-----------------|---------------------------------------------------|--------------------|----|
| L000700 . . . . | KODAK 2110 HX BLACKTONER (8288581). . . . .       | \$86.60 . . . . .  | BX |
| L000701 . . . . | KODAK 2110 HX DEVELOPER (8242547) . . . . .       | \$173.60 . . . . . | BX |
| L000049 . . . . | KODAK DEVELOPER (1001247). . . . .                | \$38.45 . . . . .  | BT |
| L000708 . . . . | KODAK HX2110 STAPLES 7108905 . . . . .            | \$39.95 . . . . .  | BX |
| L000077 . . . . | KODAK K TONER (8109043) . . . . .                 | \$86.72 . . . . .  | BX |
| L000078 . . . . | KODAK MONOCOMPONENT 90 TONER, 8401408 . . . . .   | \$75.15 . . . . .  | BX |
| L000400 . . . . | KODAK MONOCOMPONENT 95 TONER (13867137) . . . . . | \$87.00 . . . . .  | BT |
| L000069 . . . . | KODAK STAPLE CARTRIDGE (1438589) . . . . .        | \$27.50 . . . . .  | BX |
| L000073 . . . . | KODAK STAPLES (8176695) . . . . .                 | \$33.95 . . . . .  | BX |
| L000075 . . . . | KODAK STAPLEWIRE (1755057) . . . . .              | \$42.45 . . . . .  | BX |

### **Labels**

|                 |                                                    |                   |    |
|-----------------|----------------------------------------------------|-------------------|----|
| 5774368 . . . . | LABEL, FILE, FOLDER, BLUE . . . . .                | \$ .46 . . . . .  | PG |
| 5774374 . . . . | LABEL, FILE FOLDER, GOLD . . . . .                 | \$ .66 . . . . .  | PK |
| 5774369 . . . . | LABEL, FILE FOLDER, GREEN . . . . .                | \$ .46 . . . . .  | PG |
| 5774370 . . . . | LABEL, FILE FOLDER, ORANGE . . . . .               | \$ .77 . . . . .  | PG |
| 5774371 . . . . | LABEL, FILE FOLDER, RED . . . . .                  | \$ .46 . . . . .  | PG |
| 5774376 . . . . | LABEL, FILE FOLDER, WHITE . . . . .                | \$ .77 . . . . .  | PG |
| 5774372 . . . . | LABEL, FILE FOLDER, YELLOW . . . . .               | \$ .77 . . . . .  | PG |
| 9820062 . . . . | LABEL, BLUE, 3.5"x1 1/8" . . . . .                 | \$ .82 . . . . .  | PK |
| 9820064 . . . . | LABEL, RED ADDRESS 3.5"x1 1/8" (248/PKG) . . . . . | \$ .82 . . . . .  | PK |
| 9820066 . . . . | LABELS, ADDRESS, 1"x3.5", WHITE . . . . .          | \$ .76 . . . . .  | PG |
| 0822661 . . . . | LABEL, CONTINUOUS ADDRESS 15/16"x3.5" . . . . .    | \$8.74 . . . . .  | BX |
| 0822662 . . . . | LABEL, CONTINUOUS ADDRESS 1 7/16"x4" . . . . .     | \$14.00 . . . . . | BX |

| ITEM NO.        | DESCRIPTION                                              | PRICE             | UNIT CODE |
|-----------------|----------------------------------------------------------|-------------------|-----------|
| L000626 . . . . | LABELS, BLANK INSERT FOR HANGING FILE FOLDER . . . . .   | \$ .25 . . . . .  | PK        |
| L000115 . . . . | LABELS, BLANK INSERTABLE, 42" CLEAR TAB . . . . .        | \$1.50 . . . . .  | PK        |
| L000116 . . . . | LABELS, BLANK INSERTABLE, 43.5" CLEAR TAB . . . . .      | \$1.50 . . . . .  | PK        |
| L000198 . . . . | LABELS, LASER PRINTER, AVERY #5197 5.25 DISK. . . . .    | \$9.20 . . . . .  | BX        |
| L000196 . . . . | LABELS, LASER PRINTER, AVERY 5160/3330. . . . .          | \$7.13 . . . . .  | BX        |
| L000758 . . . . | LABELS, LASER PRINTER, AVERY 5161/3331 1"x4" . . . . .   | \$7.13 . . . . .  | BX        |
| L000197 . . . . | LABELS, LASER PRINTER, AVERY 5162/3332. . . . .          | \$7.13 . . . . .  | BX ↙      |
| L000503 . . . . | LABELS, LASER PRINTER, AVERY 5366 2/3 x 3 7/16 . . . . . | \$29.74 . . . . . | BX ↙      |
| L000066 . . . . | LABELS, XEROX 24-UP (3R4471). . . . .                    | \$15.23 . . . . . | BX        |
| L000067 . . . . | LABELS, XEROX 33-UP (3R4469). . . . .                    | \$15.23 . . . . . | BX        |
| L000065 . . . . | LABELS, XEROX 8-UP (3R4472) . . . . .                    | \$15.23 . . . . . | BX        |
| L000099 . . . . | LASER LABEL ROLODEX 3x5 CARD . . . . .                   | \$24.00 . . . . . | BX        |
| L000627 . . . . | LASER PRINTER, AVERY #5196 3.5 DISK . . . . .            | \$9.20 . . . . .  | BX        |
| 2852828 . . . . | LABEL HOLDER, DESK TRAY . . . . .                        | \$ .59 . . . . .  | EA        |
| L000185 . . . . | DOTS, BLUE . . . . .                                     | \$5.10 . . . . .  | BX        |
| L000186 . . . . | DOTS, GREEN. . . . .                                     | \$5.10 . . . . .  | BX        |
| L000507 . . . . | DOTS, ORANGE . . . . .                                   | \$5.10 . . . . .  | BX        |
| L000187 . . . . | DOTS, RED . . . . .                                      | \$5.10 . . . . .  | BX        |
| L000188 . . . . | DOTS, YELLOW. . . . .                                    | \$5.10 . . . . .  | BX        |

### **Light Bulbs**

|                 |                                          |                  |    |
|-----------------|------------------------------------------|------------------|----|
| L000148 . . . . | LIGHT BULB, 3 WAY (50/100/150) . . . . . | \$1.41 . . . . . | EA |
| L000150 . . . . | LIGHT BULB, 60 WATT . . . . .            | \$ .42 . . . . . | EA |
| L000151 . . . . | LIGHT BULB, 75 WATT . . . . .            | \$ .42 . . . . . | EA |

### **Mailing Accessories**

|                 |                                                         |                  |    |
|-----------------|---------------------------------------------------------|------------------|----|
| L000158 . . . . | MAILING TUBE, 24" LENGTH . . . . .                      | \$1.25 . . . . . | EA |
| 2900340 . . . . | SHIPPING BAG, SIZE 0 . . . . .                          | \$ .89 . . . . . | EA |
| 4986619 . . . . | SHIPPING BAG, SIZE 000 . . . . .                        | \$ .05 . . . . . | EA |
| 2900343 . . . . | SHIPPING BAG, SIZE 2 . . . . .                          | \$ .16 . . . . . | EA |
| 1179869 . . . . | SHIPPING BAG, SIZE 2 W/ ADHESIVE SEALING FLAP . . . . . | \$ .09 . . . . . | EA |
| 2811168 . . . . | SHIPPING BAG, SIZE 4 . . . . .                          | \$ .19 . . . . . | EA |
| 2811436 . . . . | SHIPPING BAG, SIZE 5 . . . . .                          | \$ .22 . . . . . | EA |
| 2811167 . . . . | SHIPPING BAG, SIZE 6 . . . . .                          | \$ .30 . . . . . | EA |
| 2811169 . . . . | SHIPPING BAG, SIZE 7 . . . . .                          | \$ .33 . . . . . | EA |

### **Magnets**

|                 |                                                  |                  |    |
|-----------------|--------------------------------------------------|------------------|----|
| 9164209 . . . . | MAGNETIC HANGER (EXTRA LARGE) . . . . .          | \$2.30 . . . . . | EA |
| 9164206 . . . . | MAGNETIC HANGER, SIZE A, (SMALL) 2.5 LB. . . . . | \$ .81 . . . . . | EA |
| 9164207 . . . . | MAGNETIC HANGER, SIZE B, (MEDIUM) 4 LB. . . . .  | \$1.12 . . . . . | EA |
| 9164208 . . . . | MAGNETIC HANGER, SIZE C, (LARGE) 8 LB. . . . .   | \$1.42 . . . . . | EA |

### **Markers**

|                 |                                                   |                  |    |
|-----------------|---------------------------------------------------|------------------|----|
| 0790285 . . . . | MARKER (BROAD TIP) BROWN. . . . .                 | \$ .28 . . . . . | EA |
| 3527321 . . . . | MARKER (6/SET W/ ERASER FOR WYTEBOARDS) . . . . . | \$5.86 . . . . . | SE |
| 9731059 . . . . | MARKER FELT TIP (BROAD TIP) BLACK. . . . .        | \$ .22 . . . . . | EA |
| 9731060 . . . . | MARKER FELT TIP (BROAD TIP) BLUE. . . . .         | \$ .22 . . . . . | EA |
| 9731061 . . . . | MARKER FELT TIP (BROAD TIP) GREEN. . . . .        | \$ .22 . . . . . | EA |

| ITEM NO.        | DESCRIPTION                                          | PRICE            | UNIT CODE |
|-----------------|------------------------------------------------------|------------------|-----------|
| 9731062 . . . . | MARKER FELT TIP (BROAD TIP) RED . . . . .            | \$ .22 . . . . . | EA        |
| 0790286 . . . . | MARKER, FELT TIP ORANGE (BROAD TIP) . . . . .        | \$ .28 . . . . . | EA        |
| 0790287 . . . . | MARKER, FELT TIP PURPLE (BROAD TIP) . . . . .        | \$ .28 . . . . . | EA        |
| 9041268 . . . . | MARKER FELT TIP (TUBE TYPE) BLUE . . . . .           | \$1.78 . . . . . | DZ        |
| 9041267 . . . . | MARKER FELT TIP (TUBE TYPE) GREEN . . . . .          | \$2.11 . . . . . | DZ        |
| 9041266 . . . . | MARKER FELT TIP (TUBE TYPE) RED . . . . .            | \$1.78 . . . . . | DZ        |
| 9041265 . . . . | MARKER FELT TIP (TUBE TYPE) BLACK . . . . .          | \$2.11 . . . . . | DZ        |
| 9350982 . . . . | MARKER FELT TIP (TUBE TYPE) PURPLE . . . . .         | \$1.87 . . . . . | DZ        |
| L000251 . . . . | MARKER, SHARPIE, EXTRA FINE BLK . . . . .            | \$6.64 . . . . . | DZ        |
| L000252 . . . . | MARKER, SHARPIE, EXTRA FINE TIP BLUE . . . . .       | \$6.64 . . . . . | DZ        |
| L000253 . . . . | MARKER, SHARPIE, EXTRA FINE TIP RED . . . . .        | \$6.64 . . . . . | DZ        |
| L000247 . . . . | MARKER, SHARPIE, FINE TIP BLACK . . . . .            | \$6.64 . . . . . | DZ        |
| L000248 . . . . | MARKER, SHARPIE, FINE TIP BLUE . . . . .             | \$6.64 . . . . . | DZ        |
| L000249 . . . . | MARKER, SHARPIE, FINE TIP GREEN . . . . .            | \$6.64 . . . . . | DZ        |
| L000250 . . . . | MARKER, SHARPIE, FINE TIP RED . . . . .              | \$6.64 . . . . . | DZ        |
| L000911 . . . . | MARKER, WHITEBOARD FINE POINT . . . . .              | \$6.50 . . . . . | SE        |
| L000233 . . . . | HIGHLIGHTER, MAJOR ACCENT, BLUE (25010) . . . . .    | \$ .40 . . . . . | EA        |
| L000234 . . . . | HIGHLIGHTER, MAJOR ACCENT, GREEN (25026) . . . . .   | \$ .40 . . . . . | EA        |
| L000235 . . . . | HIGHLIGHTER, MAJOR ACCENT, PINK (25009) . . . . .    | \$ .40 . . . . . | EA        |
| L000236 . . . . | HIGHLIGHTER, MAJOR ACCENT, YELLOW (25025) . . . . .  | \$ .40 . . . . . | EA        |
| L000242 . . . . | HIGHLIGHTER, YELLOW, POCKET ACCENT (27005) . . . . . | \$7.95 . . . . . | BX        |

### **Moisteners**

|                 |                                |                  |    |
|-----------------|--------------------------------|------------------|----|
| 2412981 . . . . | MOISTENER, TUBE TYPE . . . . . | \$ .39 . . . . . | EA |
|-----------------|--------------------------------|------------------|----|

### **Notebooks**

|                 |                                                 |                  |    |
|-----------------|-------------------------------------------------|------------------|----|
| 0607511 . . . . | NOTEBOOK, 3.5"x4.5" RULED (TOP BOUND) . . . . . | \$ .80 . . . . . | EA |
| 2866952 . . . . | NOTEBOOK, 8.5"x11" SPIRAL . . . . .             | \$ .72 . . . . . | EA |
| L000215 . . . . | NOTEBOOK, REPORTER'S . . . . .                  | \$ .64 . . . . . | EA |
| 2237939 . . . . | NOTEBOOK, STENO . . . . .                       | \$ .99 . . . . . | EA |

### **Organizers**

|                 |                                                 |                  |    |
|-----------------|-------------------------------------------------|------------------|----|
| 2074057 . . . . | ORGANIZER, 30 DAY . . . . .                     | \$8.31 . . . . . | EA |
| 2074058 . . . . | ORGANIZER, 60 DAY . . . . .                     | \$8.37 . . . . . | EA |
| 2074059 . . . . | ORGANIZER, 90 DAY . . . . .                     | \$8.41 . . . . . | EA |
| 2074061 . . . . | ORGANIZER, IN AND OUT SCHEDULER BOARD . . . . . | \$6.29 . . . . . | EA |

### **Pads**

|                 |                                                     |                   |    |
|-----------------|-----------------------------------------------------|-------------------|----|
| 2853090 . . . . | PAD, 3"x5" WHITE UNRULED, GUMMED TOP . . . . .      | \$ .13 . . . . .  | EA |
| L000199 . . . . | PAD, 5"x8" WHITE RULED, PERFORATED TOP . . . . .    | \$4.80 . . . . .  | DZ |
| 2398479 . . . . | PAD, 5"x8" WHITE UNRULED, GUMMED TOP . . . . .      | \$ .54 . . . . .  | EA |
| 1245660 . . . . | PAD, 8.5"x11" RULED, GUMMED TOP . . . . .           | \$8.52 . . . . .  | DZ |
| L000200 . . . . | PAD, 8.5"x11" WHITE RULED, PERFORATED TOP . . . . . | \$4.80 . . . . .  | DZ |
| L000201 . . . . | PAD, 8.5"x14" WHITE RULED, PERFORATED TOP . . . . . | \$9.00 . . . . .  | DZ |
| 1247632 . . . . | PAD, 8.5"x14" RULED YELLOW . . . . .                | \$11.52 . . . . . | DZ |
| 2220078 . . . . | PAD MEMORANDUM BOOK, 3"x6" . . . . .                | \$ .89 . . . . .  | EA |
| L000227 . . . . | MESSAGE PADS, CARBONLESS 2/PAGE . . . . .           | \$3.35 . . . . .  | BK |
| L000228 . . . . | MESSAGE PADS, CARBONLESS 4/PAGE . . . . .           | \$2.82 . . . . .  | BK |

| ITEM NO.        | DESCRIPTION                                              | PRICE             | UNIT CODE |
|-----------------|----------------------------------------------------------|-------------------|-----------|
| <b>Paper</b>    |                                                          |                   |           |
| 2866894 . . . . | PAPER LOOSE LEAF, BLANK DIVIDER SHEET . . . . .          | \$2.68 . . . . .  | HD        |
| 2855836 . . . . | PAPER, 3"x5" WHITE BLANK . . . . .                       | \$1.24 . . . . .  | PK        |
| L000652 . . . . | PAPER, 8.5"x11" WHITE VIRGIN PAPER . . . . .             | \$33.00 . . . . . | BX        |
| 6167284 . . . . | PAPER, BOND 25% . . . . .                                | \$4.45 . . . . .  | RM        |
| L000206 . . . . | PAPER, COPYING, 11"x17"- WHITE (REAM) . . . . .          | \$4.20 . . . . .  | RM        |
| L000208 . . . . | PAPER, COPYING, 8.5"x11"- BLUE (REAM). . . . .           | \$3.41 . . . . .  | RH        |
| L000209 . . . . | PAPER, COPYING, 8.5"x11"- GREEN (REAM) . . . . .         | \$3.41 . . . . .  | RM        |
| L000210 . . . . | PAPER, COPYING, 8.5"x11"- PINK (REAM) . . . . .          | \$3.41 . . . . .  | RM        |
| L000207 . . . . | PAPER, COPYING, 8.5"x11"- WHITE 3 HOLE DRILLED . . . . . | \$2.50 . . . . .  | RH        |
| L000211 . . . . | PAPER, COPYING, 8.5"x11"- YELLOW (REAM). . . . .         | \$3.41 . . . . .  | RM        |
| 2864338 . . . . | PAPER, LOOSE LEAF, RULED 6"x9" . . . . .                 | \$1.19 . . . . .  | HD        |
| L000212 . . . . | PAPER, RECYCLED, 8.5"x11"- 50% (BOX). . . . .            | \$26.50 . . . . . | BX        |
| L000213 . . . . | PAPER, RECYCLED, 8.5"x11"- 50% (REAM) . . . . .          | \$2.65 . . . . .  | RH        |
| L000796 . . . . | PAPER, RECYCLED, 8.5"x11"- WHITE (BOX) . . . . .         | \$28.39 . . . . . | BX        |
| L000557 . . . . | PAPER, RECYCLED, 8.5"x11"- WHITE (REAM) . . . . .        | \$3.25 . . . . .  | RH        |
| L000536 . . . . | PAPER, RECYCLED, 8.5"x14"- 50% (BOX). . . . .            | \$24.00 . . . . . | BX        |
| L000205 . . . . | PAPER, RECYCLED, 8.5"x14"- WHITE (BOX) . . . . .         | \$27.20 . . . . . | BX        |
| L000558 . . . . | PAPER, RECYCLED, 8.5"x14"- WHITE (REAM) . . . . .        | \$2.72 . . . . .  | RH        |
| L000559 . . . . | PAPER, RECYCLED, 8.5"x14"- WHITE (BOX) . . . . .         | \$27.00 . . . . . | BX        |
| 1450414 . . . . | COMPUTER PAPER, 11"x14" . . . . .                        | \$40.43 . . . . . | BX        |
| 8000996 . . . . | COMPUTER PAPER, 9"x11" . . . . .                         | \$29.98 . . . . . | BX        |
| L000232 . . . . | FAX PAPER ROLL 1/4- DIA.(SMALL) . . . . .                | \$3.30 . . . . .  | RO        |
| L000231 . . . . | FAX PAPER, ROLL . . . . .                                | \$6.40 . . . . .  | RO        |
| 2864339 . . . . | FILLER PAPER, 8.5"x11"- RULED 3 HOLE. . . . .            | \$1.45 . . . . .  | PK        |
| 2903407 . . . . | WRAPPING PAPER, KRAFT, 24" WIDTH . . . . .               | \$21.86 . . . . . | RO        |
| 1607764 . . . . | WRAPPING PAPER, KRAFT, 36" WIDTH . . . . .               | \$26.37 . . . . . | RO        |

### **Pens**

|                 |                                                        |                  |      |
|-----------------|--------------------------------------------------------|------------------|------|
| 3576841 . . . . | PEN, FINE, RUBBERMAID . . . . .                        | \$5.97 . . . . . | DZ — |
| L000243 . . . . | PEN, ALPCO RAZOR TIP, BLACK . . . . .                  | \$2.65 . . . . . | DZ   |
| L000244 . . . . | PEN, ALPCO RAZOR TIP, BLUE . . . . .                   | \$2.65 . . . . . | DZ — |
| L000245 . . . . | PEN, ALPCO RAZOR TIP, GREEN . . . . .                  | \$2.65 . . . . . | DZ   |
| L000246 . . . . | PEN, ALPCO RAZOR TIP, RED . . . . .                    | \$2.65 . . . . . | DZ   |
| 3576842 . . . . | PEN, BALLPOINT, RED, MEDIUM RUBBERMAID. . . . .        | \$5.43 . . . . . | DZ   |
| 9357136 . . . . | PEN, BALLPOINT, FINE RETRACTABLE, BLACK. . . . .       | \$3.13 . . . . . | DZ   |
| 9357135 . . . . | PEN, RETRACTABLE BALL POINT, BLACK FINE . . . . .      | \$3.10 . . . . . | DZ   |
| L000254 . . . . | PEN, UNIBALL MICRO TIP, BLACK . . . . .                | \$6.50 . . . . . | DZ   |
| L000255 . . . . | PEN, UNIBALL MICRO TIP, BLUE . . . . .                 | \$6.50 . . . . . | DZ ✓ |
| L000256 . . . . | PEN, UNIBALL MICRO TIP, RED . . . . .                  | \$6.50 . . . . . | DZ   |
| L000257 . . . . | PEN, UNIBALL, BLACK . . . . .                          | \$6.70 . . . . . | DZ   |
| L000258 . . . . | PEN, UNIBALL, BLUE . . . . .                           | \$6.50 . . . . . | DZ   |
| L000259 . . . . | PEN, UNIBALL, RED . . . . .                            | \$6.50 . . . . . | DZ   |
| 3576840 . . . . | PENS, SKILLCRAFT RUBBERIZED BALL POINT. . . . .        | \$5.97 . . . . . | DZ   |
| 3576843 . . . . | PENS, SKILLCRAFT RUBBERIZED BALL POINT, BLUE. . . . .  | \$5.48 . . . . . | DZ   |
| 3576844 . . . . | PENS, SKILLCRAFT RUBBERIZED BALL POINT, BLACK. . . . . | \$4.96 . . . . . | DZ   |
| 3527309 . . . . | RETRACTABLE PEN, BALL POINT BLACK, FINE . . . . .      | \$6.85 . . . . . | DZ   |

| ITEM NO. | DESCRIPTION | PRICE | UNIT CODE |
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### ***Pencils***

|                 |                                       |                   |    |
|-----------------|---------------------------------------|-------------------|----|
| 2865755 . . . . | PENCIL 2 (MEDIUM SOFT) . . . . .      | \$1.19 . . . . .  | DZ |
| 2865750 . . . . | PENCIL 2.5 FIRM . . . . .             | \$2.12 . . . . .  | DZ |
| L000087 . . . . | PENCIL SHARPENER, ELECTRIC . . . . .  | \$19.97 . . . . . | EA |
| 1626178 . . . . | PENCIL SHARPENER, MANUAL . . . . .    | \$5.81 . . . . .  | EA |
| 2865757 . . . . | PENCIL, 1 . . . . .                   | \$1.00 . . . . .  | DZ |
| 2815234 . . . . | PENCIL, 2 . . . . .                   | \$1.05 . . . . .  | DZ |
| 2815235 . . . . | PENCIL, 3 . . . . .                   | \$1.01 . . . . .  | DZ |
| 3176421 . . . . | MECHANICAL PENCIL LEAD, .5mm. . . . . | \$.47 . . . . .   | TU |
| 3861581 . . . . | MECHANICAL PENCIL, .5mm . . . . .     | \$12.71 . . . . . | BX |

### ***Post It Notes***

|                 |                                                   |                  |      |
|-----------------|---------------------------------------------------|------------------|------|
| 3152021 . . . . | POST-IT FLAG, BLUE (CONTAINS 50) . . . . .        | \$1.19 . . . . . | PG   |
| 3152020 . . . . | POST-IT FLAG, GREEN (CONTAINS 50) . . . . .       | \$1.19 . . . . . | PG   |
| 3152023 . . . . | POST-IT FLAG, ORANGE (CONTAINS 50) . . . . .      | \$1.19 . . . . . | PG   |
| 3152019 . . . . | POST-IT FLAG, RED (CONTAINS 50) . . . . .         | \$1.19 . . . . . | PG   |
| 3152024 . . . . | POST-IT FLAG, YELLOW (CONTAINS 50) . . . . .      | \$1.19 . . . . . | PG   |
| 3158656 . . . . | POST-IT FLAGS, SIGN HERE (CONTAINS 120) . . . . . | \$4.00 . . . . . | PG   |
| 1167866 . . . . | POST-IT NOTES, 1.5"x2", YELLOW . . . . .          | \$1.82 . . . . . | PD ✓ |
| 1167867 . . . . | POST-IT NOTES, 3"x3", YELLOW . . . . .            | \$3.40 . . . . . | DZ ✓ |
| 1167865 . . . . | POST-IT NOTES, 3"x5", YELLOW . . . . .            | \$5.15 . . . . . | DZ   |
| 1660878 . . . . | POST-IT NOTE TRAY . . . . .                       | \$4.44 . . . . . | EA   |
| 2074351 . . . . | POST-IT NOTE TRAY (BLACK) . . . . .               | \$4.68 . . . . . | EA   |
| 3152022 . . . . | POST-IT FLAG WHITE TAB . . . . .                  | \$1.19 . . . . . | PG   |

### ***Punches***

|                 |                                |                   |    |
|-----------------|--------------------------------|-------------------|----|
| 1393902 . . . . | PUNCH, 2 HOLE . . . . .        | \$4.81 . . . . .  | EA |
| 2633425 . . . . | PUNCH, 3 HOLE, LARGE . . . . . | \$20.87 . . . . . | EA |
| 1632563 . . . . | PUNCH, 3 HOLE, SMALL . . . . . | \$14.05 . . . . . | EA |
| 1633425 . . . . | 3 HOLE PUNCH, SMALL . . . . .  | \$20.08 . . . . . | EA |

### ***Record Books***

|                 |                                                    |                  |    |
|-----------------|----------------------------------------------------|------------------|----|
| 2223521 . . . . | BOOK, MEMORANDUM 5"x8" . . . . .                   | \$1.50 . . . . . | EA |
| 2223525 . . . . | RECORD BOOK, 8"x10.5", WHITE RULED PAGES . . . . . | \$2.25 . . . . . | EA |

### ***Reference Books***

|                 |                                                |                  |    |
|-----------------|------------------------------------------------|------------------|----|
| 1429051 . . . . | REFERENCE BOOK, DICTIONARY . . . . .           | \$6.83 . . . . . | EA |
| 2075543 . . . . | REFERENCE BOOK, SECRETARIAL HANDBOOK . . . . . | \$8.72 . . . . . | EA |
| 5142927 . . . . | REFERENCE BOOK, THESAURUS . . . . .            | \$7.94 . . . . . | EA |

### ***Report Covers***

|                 |                                           |                 |    |
|-----------------|-------------------------------------------|-----------------|----|
| 5825398 . . . . | REPORT COVER, PAPER STOCK, BLUE . . . . . | \$.50 . . . . . | EA |
| 5825399 . . . . | REPORT COVER, PAPER STOCK, GREY . . . . . | \$.50 . . . . . | EA |
| 5825400 . . . . | REPORT COVER, PAPER STOCK, TAN . . . . .  | \$.50 . . . . . | EA |

| ITEM NO. | DESCRIPTION | PRICE | UNIT CODE |
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### **Ribbons**

|                 |                                                        |                   |    |
|-----------------|--------------------------------------------------------|-------------------|----|
| L000622 . . . . | RIBBON CORRECTION CANON . . . . .                      | \$1.33 . . . . .  | BX |
| L000623 . . . . | RIBBON, B168 FOR CANON TYPEWRITER . . . . .            | \$3.61 . . . . .  | EA |
| L000180 . . . . | RIBBON, CORRECTABLE, IBM (1337765) . . . . .           | \$2.71 . . . . .  | EA |
| L000221 . . . . | RIBBON, IBM 1299095/2195753 SEL.II/III . . . . .       | \$1.92 . . . . .  | EA |
| L000029 . . . . | RIBBON, IBM 1299463 (5218 DISPLAYWRITER) . . . . .     | \$7.71 . . . . .  | EA |
| L000216 . . . . | RIBBON, IBM 1299508 . . . . .                          | \$4.87 . . . . .  | EA |
| L000223 . . . . | RIBBON, IBM 1299790 . . . . .                          | \$8.34 . . . . .  | EA |
| L000224 . . . . | RIBBON, IBM 1299933 . . . . .                          | \$12.95 . . . . . | EA |
| L000028 . . . . | RIBBON, IBM 1319300 (5204 QUIETWRITER) . . . . .       | \$10.47 . . . . . | EA |
| L000219 . . . . | RIBBON, IBM 1380999/GSA-2192309 . . . . .              | \$7.30 . . . . .  | EA |
| L000031 . . . . | RIBBON, NUKOTE BM56 (TELECOPIER) . . . . .             | \$20.46 . . . . . | EA |
| L000138 . . . . | RIBBON, NUKOTE BMSOC . . . . .                         | \$1.51 . . . . .  | EA |
| L000225 . . . . | RIBBON, XEROX MEMORYWRITER SERIES 60 . . . . .         | \$6.40 . . . . .  | EA |
| L000182 . . . . | RIBBON, CORRECTION XEROX MEMORYWRITER SERIES . . . . . | \$18.30 . . . . . | BX |
| L000222 . . . . | RIBBON, CORRECTION IBM 1337765 . . . . .               | \$8.02 . . . . .  | EA |
| L000181 . . . . | RIBBON, CORRECTION, IBM 1136433 . . . . .              | \$7.01 . . . . .  | BX |

### **Rubber Bands**

|                 |                                             |                  |    |
|-----------------|---------------------------------------------|------------------|----|
| L000162 . . . . | RUBBER BAND, SIZE 117 (7"x1/8") . . . . .   | \$ .75 . . . . . | BG |
| 2433437 . . . . | RUBBER BAND, SIZE 18 (3"x1/16") . . . . .   | \$ .34 . . . . . | BG |
| 2051438 . . . . | RUBBER BAND, SIZE 19 (3.5"x1/16") . . . . . | \$ .53 . . . . . | BG |
| 2433434 . . . . | RUBBER BAND, SIZE 32 (3"x1/8") . . . . .    | \$ .47 . . . . . | BG |
| 2433435 . . . . | RUBBER BAND, SIZE 64 (3.5"x1/4") . . . . .  | \$ .41 . . . . . | BG |

### **Rulers**

|                 |                           |                  |    |
|-----------------|---------------------------|------------------|----|
| 1616215 . . . . | RULER, 12" WOOD . . . . . | \$ .62 . . . . . | EA |
| 9351005 . . . . | RULER, PLASTIC . . . . .  | \$ .42 . . . . . | EA |
| 2450301 . . . . | MEASURING TAPE . . . . .  | \$1.79 . . . . . | EA |

### **Stamps & Ink**

|                 |                                              |                  |    |
|-----------------|----------------------------------------------|------------------|----|
| 2074118 . . . . | STAMP, SELF INKING, (TOP SECRET) . . . . .   | \$9.95 . . . . . | EA |
| 2074202 . . . . | STAMP, SELF INKING, (ENTERED) . . . . .      | \$3.86 . . . . . | EA |
| 2074212 . . . . | STAMP, SELF-INKING, (COPY FOR YOUR . . . . . | \$3.95 . . . . . | EA |
| 2074211 . . . . | STAMP, SELF-INKING, (DRAFT) . . . . .        | \$3.44 . . . . . | EA |
| 2074223 . . . . | STAMP, SELF-INKING, (DUPLICATE) . . . . .    | \$3.94 . . . . . | EA |
| 2074205 . . . . | STAMP, SELF-INKING, (EXPEDITE) . . . . .     | \$3.98 . . . . . | EA |
| 2074150 . . . . | STAMP, SELF-INKING, (FILE COPY) . . . . .    | \$3.88 . . . . . | EA |
| 2074209 . . . . | STAMP, SELF-INKING, (FILE) . . . . .         | \$3.78 . . . . . | EA |
| 2074203 . . . . | STAMP, SELF-INKING, (FILED) . . . . .        | \$4.08 . . . . . | EA |
| 2074237 . . . . | STAMP, SELF-INKING, (FIRST CLASS) . . . . .  | \$3.63 . . . . . | EA |
| 2074213 . . . . | STAMP, SELF-INKING, (OFFICIAL) . . . . .     | \$3.76 . . . . . | EA |
| 2074112 . . . . | STAMP, SELF-INKING, (PRIORITY) . . . . .     | \$3.30 . . . . . | EA |
| 2074231 . . . . | STAMP, SELF-INKING, (RECEIVED) . . . . .     | \$3.95 . . . . . | EA |
| 2074107 . . . . | STAMP, SELF-INKING, (RUSH) . . . . .         | \$3.30 . . . . . | EA |
| 2074119 . . . . | STAMP, SELF-INKING, (SECRET) . . . . .       | \$9.95 . . . . . | EA |
| 2074242 . . . . | STAMP, SELF-INKING, (UNCLASSIFIED) . . . . . | \$3.95 . . . . . | EA |
| 2074216 . . . . | STAMP, SELF-INKING, (URGENT) . . . . .       | \$3.30 . . . . . | EA |

| ITEM NO.        | DESCRIPTION                                     | PRICE             | UNIT CODE |
|-----------------|-------------------------------------------------|-------------------|-----------|
| 2074185 . . . . | STAMP, SELF-INKING, (AIR MAIL) . . . . .        | \$3.92 . . . . .  | EA        |
| 2074196 . . . . | STAMP, SELF-INKING, (APPROVED) . . . . .        | \$3.90 . . . . .  | EA        |
| 2074228 . . . . | STAMP, SELF-INKING, (CANCELLED) . . . . .       | \$3.87 . . . . .  | EA        |
| 2074230 . . . . | STAMP, SELF-INKING, (CERTIFIED) . . . . .       | \$3.79 . . . . .  | EA        |
| L000346 . . . . | STAMP, SELF-INKING, (CLASSIFIED) . . . . .      | \$3.30 . . . . .  | EA        |
| 2074111 . . . . | STAMP, SELF-INKING, (COMPLETED) . . . . .       | \$3.30 . . . . .  | EA        |
| 2074151 . . . . | STAMP, SELF-INKING, (CONFIDENTIAL) . . . . .    | \$5.95 . . . . .  | EA        |
| 2074108 . . . . | STAMP, SELF-INKING, (COPY) . . . . .            | \$3.30 . . . . .  | EA        |
| L000347 . . . . | STAMP, SELF-INKING, (ENCLOSURE) . . . . .       | \$3.30 . . . . .  | EA        |
| L000348 . . . . | STAMP, SELF-INKING, (ORIGINAL) . . . . .        | \$3.30 . . . . .  | EA        |
| 5261740 . . . . | STAMP PAD, UNINKED, LARGE (4"x7") . . . . .     | \$1.73 . . . . .  | EA        |
| 5261742 . . . . | STAMP PAD, UNINKED, SMALL (2"x4") . . . . .     | \$.44 . . . . .   | EA        |
| 2074190 . . . . | STAMP TRAY, SELF INKING RUBBER STAMPS . . . . . | \$1.29 . . . . .  | EA        |
| 2074187 . . . . | DATE STAMP, SELF INKED (LINE DATER) . . . . .   | \$13.74 . . . . . | EA        |
| 2073961 . . . . | INK, SELF INKING STAMP REFILL, BLACK . . . . .  | \$1.63 . . . . .  | EA        |
| 2073959 . . . . | INK, SELF INKING STAMP REFILL, BLUE . . . . .   | \$1.64 . . . . .  | BT        |
| 2073960 . . . . | INK, SELF INKING STAMP REFILL, RED . . . . .    | \$1.24 . . . . .  | EA        |
| 1614237 . . . . | INK, STAMP PAD REFILL, BLACK . . . . .          | \$.77 . . . . .   | EA        |
| 1614236 . . . . | INK, STAMP PAD REFILL, BLUE . . . . .           | \$.60 . . . . .   | EA        |
| 1614240 . . . . | INK, STAMP PAD REFILL, RED . . . . .            | \$.72 . . . . .   | EA        |

### ***Staplers***

|                 |                               |                   |    |
|-----------------|-------------------------------|-------------------|----|
| L000096 . . . . | STAPLER, ELECTRIC . . . . .   | \$52.39 . . . . . | EA |
| 2405727 . . . . | STAPLER, HAND . . . . .       | \$3.65 . . . . .  | EA |
| 2431780 . . . . | STAPLER, HEAVY DUTY . . . . . | \$26.99 . . . . . | EA |
| 2815895 . . . . | STAPLER, STANDARD . . . . .   | \$5.65 . . . . .  | EA |

### ***Staples & Removers***

|                 |                                         |                  |    |
|-----------------|-----------------------------------------|------------------|----|
| 2729410 . . . . | STAPLES, 1/2" HEAVY DUTY . . . . .      | \$4.55 . . . . . | BX |
| 2757217 . . . . | STAPLES, 1/4" HEAVY DUTY . . . . .      | \$4.05 . . . . . | BX |
| 2729409 . . . . | STAPLES, 3/8" HEAVY DUTY . . . . .      | \$3.88 . . . . . | BX |
| L000097 . . . . | STAPLES, ELECTRIC (CARTRIDGE) . . . . . | \$3.73 . . . . . | EA |
| 2729662 . . . . | STAPLES, STANDARD . . . . .             | \$.69 . . . . .  | BX |
| 1626177 . . . . | STAPLE REMOVER . . . . .                | \$.35 . . . . .  | EA |

### ***Stationery***

|                   |                                                     |                  |    |
|-------------------|-----------------------------------------------------|------------------|----|
| ✓ L000305 . . . . | OA LETTERHEAD STATIONERY 8.5"x11" . . . . .         | \$ .00 . . . . . | RH |
| L000306 . . . .   | OA PAD, 4"x5" . . . . .                             | \$ .00 . . . . . | EA |
| L000308 . . . .   | OA PAD, 5"x8" . . . . .                             | \$ .00 . . . . . | EA |
| L000309 . . . .   | OA ROUTE SLIP, 5"x8" . . . . .                      | \$ .00 . . . . . | EA |
| L000511 . . . .   | OMB DEPUTY DIRECTOR'S STATIONERY 8.5"x11" . . . . . | \$ .00 . . . . . | RH |
| L000512 . . . .   | OMB DIRECTOR'S STATIONERY 7"x8" . . . . .           | \$ .00 . . . . . | EA |
| L000510 . . . .   | OMB DIRECTOR'S STATIONERY 8.5"x11" . . . . .        | \$ .00 . . . . . | RH |
| L000313 . . . .   | OMB LETTERHEAD STATIONERY, 8.5"x11" . . . . .       | \$ .00 . . . . . | RH |
| L000314 . . . .   | OMB PAD 4"x5" . . . . .                             | \$ .00 . . . . . | EA |
| L000315 . . . .   | OMB PAD, 5"x8" . . . . .                            | \$ .00 . . . . . | EA |
| L000316 . . . .   | OMB ROUTE SLIP 5"x8" . . . . .                      | \$ .00 . . . . . | EA |

| ITEM NO. | DESCRIPTION | PRICE | UNIT CODE |
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### ***Tabs***

|                 |                                                   |                  |    |
|-----------------|---------------------------------------------------|------------------|----|
| 2814450 . . . . | TAB INDEX, ADHESIVE, GREY CLOTH . . . . .         | \$ .35 . . . . . | PG |
| L000118 . . . . | TAB, HANGING FILE, CLEAR 1/3RD CUT 3.5" . . . . . | \$1.21 . . . . . | PK |
| L000117 . . . . | TAB, HANGING FILE, CLEAR 1/5TH CUT, 2" . . . . .  | \$1.21 . . . . . | PK |
| 2814450 . . . . | TABS, GREY CLOTH INDEX (25/PG) . . . . .          | \$ .35 . . . . . | PG |
| 3754510 . . . . | TABS, HANGING FILE FOLDER 3-1/2", CLEAR . . . . . | \$ .70 . . . . . | PG |
| 2826926 . . . . | TABS, WHITE ADHESIVE INDEX (50/PG) . . . . .      | \$ .45 . . . . . | PG |

### ***Tapes***

|                 |                                                        |                  |      |
|-----------------|--------------------------------------------------------|------------------|------|
| 2223455 . . . . | TAPE, ADDING MACHINE, 2 1/4" . . . . .                 | \$ .58 . . . . . | EA   |
| 2908036 . . . . | TAPE, FILAMENT, 1" . . . . .                           | \$1.29 . . . . . | RO   |
| 1594450 . . . . | TAPE, FILAMENT, 2" . . . . .                           | \$2.63 . . . . . | RO   |
| 2708717 . . . . | TAPE, KRAFT GUMMED WRAPPING, 3" . . . . .              | \$3.06 . . . . . | RO   |
| 2666712 . . . . | TAPE, MASKING, 1" . . . . .                            | \$ .84 . . . . . | RO   |
| 2666710 . . . . | TAPE, MASKING, 2" . . . . .                            | \$1.45 . . . . . | RO   |
| 5519823 . . . . | TAPE, SCOTCH TRANSPARENT, 1" . . . . .                 | \$1.60 . . . . . | RO   |
| 5519825 . . . . | TAPE, SCOTCH TRANSPARENT, 3/4" . . . . .               | \$ .83 . . . . . | RO   |
| 2402417 . . . . | TAPE DISPENSER, DESK TYPE, 3" CORE . . . . .           | \$4.54 . . . . . | EA — |
| 2402411 . . . . | TAPE DISPENSER, DESK TYPE, 3/4" CORE . . . . .         | \$1.65 . . . . . | EA   |
| 2402408 . . . . | TAPE DISPENSER, PLASTIC HAND HELD, 3/4" CORE . . . . . | \$ .48 . . . . . | EA   |
| 5799053 . . . . | TAPE DISPENSER, STRAPPING TAPE, 3" CORE . . . . .      | \$2.33 . . . . . | EA   |
| 5986097 . . . . | 3" GUMMED TAPE . . . . .                               | \$3.28 . . . . . | RO   |
| L000143 . . . . | VHS TAPE 120 MINUTE . . . . .                          | \$3.17 . . . . . | EA   |

### ***Toner***

|                 |                                                            |                    |    |
|-----------------|------------------------------------------------------------|--------------------|----|
| L000070 . . . . | TONER CARTRIDGE, FX-2, HII-6321-22 . . . . .               | \$73.00 . . . . .  | EA |
| L000020 . . . . | TONER CARTRIDGE LASER, HP II, IID, AND III PRI . . . . .   | \$45.00 . . . . .  | EA |
| L000023 . . . . | TONER CARTRIDGE LASER, HP IIIsi PRINTER RECYCLED . . . . . | \$94.50 . . . . .  | EA |
| L000502 . . . . | TONER CARTRIDGE, FX-1 RECYCLED . . . . .                   | \$33.00 . . . . .  | BX |
| L000435 . . . . | TONER CARTRIDGE, HP 4 RECYCLED . . . . .                   | \$79.00 . . . . .  | BX |
| L000401 . . . . | TONER CARTRIDGE, QM3 860 (1710043-001) . . . . .           | \$170.00 . . . . . | BX |
| L000060 . . . . | CARTRIDGE, DESJET 1200 C HP51640C CYAN . . . . .           | \$28.50 . . . . .  | EA |
| L000048 . . . . | CARTRIDGE, DESJET 1200C HP51640A BLACK . . . . .           | \$24.90 . . . . .  | EA |
| L000050 . . . . | CARTRIDGE, DESJET 1200C HP51640H MAGENTA . . . . .         | \$28.50 . . . . .  | EA |
| L000068 . . . . | CARTRIDGE, DESJET 1200C HP51640Y YELLOW . . . . .          | \$28.50 . . . . .  | EA |
| L000990 . . . . | MURATEC DKT 100 FAX CARTRIDGE, FOR MURATEC 86 . . . . .    | \$238.00 . . . . . | EA |

### ***Trash Recepticals***

|                 |                                              |                   |    |
|-----------------|----------------------------------------------|-------------------|----|
| 2627363 . . . . | BURN BAG, RED STRIPE . . . . .               | \$ .13 . . . . .  | EA |
| 2855416 . . . . | TRASH CAN, METAL, BROWN . . . . .            | \$6.37 . . . . .  | EA |
| 2051857 . . . . | TRASH CAN, METAL, LOBBY SIZE, GREY . . . . . | \$11.73 . . . . . | EA |

### ***Visual Aids***

|                 |                                               |                  |    |
|-----------------|-----------------------------------------------|------------------|----|
| 6198880 . . . . | EASEL PAD, 27"x34" . . . . .                  | \$8.14 . . . . . | EA |
| L000178 . . . . | POSTER BOARD . . . . .                        | \$2.86 . . . . . | EA |
| 3786825 . . . . | TRANSPARENCY MOUNTING FRAME (50/PG) . . . . . | \$7.53 . . . . . | PG |

| ITEM NO. | DESCRIPTION | PRICE | UNIT CODE |
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### ***Xerox Supplies***

|         |                                             |          |    |
|---------|---------------------------------------------|----------|----|
| L000071 | XEROX (8R1177) 1045/48/50/5052 STAPLES      | \$32.42  | CT |
| L000072 | XEROX (8R2253) 5328/5065/1065/5350 STAPLES  | \$67.80  | CT |
| L000524 | XEROX (8R4023) 5365/5352C STAPLES           | \$92.15  | EX |
| L000034 | XEROX 1012 COPY CARTRIDGE (13R8)            | \$295.05 | EX |
| L000040 | XEROX 1025 DEVELOPER (5R142)                | \$167.00 | ST |
| L000051 | XEROX 1025/1038 DRY INK (6R121)             | \$46.00  | CT |
| L000041 | XEROX 1040 DEVELOPER (5R139)                | \$82.00  | ST |
| L000052 | XEROX 1040/1045/1048 DRY INK (6R112)        | \$44.00  | BX |
| L000042 | XEROX 1045 DEVELOPER (SR11)                 | \$82.00  | ST |
| L000062 | XEROX 1045 FUSER LUBRICANT (BR111)          | \$13.75  | CT |
| L000043 | XEROX 1048 DEVELOPER (5R127)                | \$156.00 | ST |
| L000044 | XEROX 1050 DEVELOPER (5R140)                | \$97.00  | CT |
| L000053 | XEROX 1050 DRY INK (6R113)                  | \$46.00  | CT |
| L000045 | XEROX 1065 DEVELOPER (5R167)                | \$97.00  | CT |
| L000054 | XEROX 1065/5056 DRY INK (6R229)             | \$95.00  | CT |
| L000063 | XEROX 1075 FUSER LUBRICANT (8R983)          | \$11.55  | CT |
| L000046 | XEROX 1075/1090 DEVELOPER (5R302)           | \$138.00 | EX |
| L000055 | XEROX 1075/1090 DRY INK (6R301)             | \$67.00  | CT |
| L000074 | XEROX 1075/1090 STAPLEWIRE (8R2958)         | \$58.20  | CT |
| L000047 | XEROX 2700 DEVELOPER (5R136)                | \$31.00  | EX |
| L000056 | XEROX 2700 DRY INK (6R99)                   | \$29.00  | CT |
| L000521 | XEROX 4213 DRY INK CARTRIDGE & DEVELOPER    | \$215.25 | BX |
| L000522 | XEROX 4213 PRINT CARTRIDGE (13R48)          | \$226.10 | EX |
| L000520 | XEROX 4213 TONER CARTRIDGE B (6R341)        | \$84.00  | BX |
| L000035 | XEROX 5012/14 COPY CARTRIDGE (13R19)        | \$243.60 | BX |
| L000057 | XEROX 5012/5014 DRY INK (6R257)             | \$98.00  | CT |
| L000058 | XEROX 5018/5028 DRY INK (6R244)             | \$76.50  | CT |
| L000036 | XEROX 5028 COPY CARTRIDGE (13R9)            | \$248.00 | CT |
| L000059 | XEROX 5046 DRY INK (6R135)                  | \$91.35  | CT |
| L000061 | XEROX 5046 FUSER AGENT (8R2955)             | \$34.92  | CT |
| L000802 | XEROX 5065/5365 DEVELOPER (5R138)           | \$104.00 | BX |
| L000749 | XEROX 5113, 5114 TONER, 6R751               | \$129.00 | EA |
| L000695 | XEROX 5314/5312 COPY CARTRIDGE (13R62)      | \$247.80 | BX |
| L000801 | XEROX 5314/5312 DRY INK (6R379)             | \$96.60  | BX |
| L000685 | XEROX 5340/5350 DEVELOPER (5R311)           | \$235.00 | EX |
| L000684 | XEROX 5340/5350 DRY INK (6R396)             | \$92.00  | EX |
| L000528 | XEROX 5345/55 DRY INK (6R726)               | \$117.00 | EX |
| L000037 | XEROX 7020 FAX CARTRIDGE (8R2254)           | \$81.00  | EX |
| L000030 | XEROX 7020 FAX CARTRIDGE REFILL (SR3626)    | \$54.00  | EX |
| L000038 | XEROX 7024 FAX CARTRIDGE REFILL (8R3816)    | \$45.00  | EX |
| L000039 | XEROX 7032/3 FAX CARTRIDGE REFILL (8R3683)  | \$47.00  | EX |
| L000741 | XEROX 7041 DRUM CARTRIDGE                   | \$117.00 | EA |
| L000789 | XEROX 7041/7042 FAX CARTRIDGE               | \$46.75  | EX |
| L000527 | XEROX RED DEVELOPER 5340/50/43C/52C (5R206) | \$60.00  | BX |
| L000526 | XEROX RED DRY INK 5340/50/43C/52C (6R365)   | \$20.00  | EX |
| L000064 | XEROX SILICON FUSER OIL (8R79)              | \$19.35  | CT |
| L000744 | XEROX STAPLE CARTRIDGES, SR4023             | \$12.50  | EX |
| L000080 | XEROX TRANSPARENCY, CLEAR (3R2780)          | \$34.70  | BX |

| ITEM NO. | DESCRIPTION | PRICE | UNIT CODE |
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### **Miscellaneous**

|                 |                                              |                   |    |
|-----------------|----------------------------------------------|-------------------|----|
| 8989730 . . . . | BADGE, PIN ON . . . . .                      | \$9.67 . . . . .  | B  |
| L000147 . . . . | CHAIRSLIDE, PLASTIC . . . . .                | \$23.00 . . . . . | EA |
| 0468848 . . . . | CLOCK, BATTERY OPERATED, WALL TYPE . . . . . | \$12.97 . . . . . | EA |
| 9078277 . . . . | DOOR STOP, RUBBER . . . . .                  | \$.82 . . . . .   | EA |
| 2569912 . . . . | FAN, OSCILLATING, 120 BLADES . . . . .       | \$28.88 . . . . . | EA |
| 3467462 . . . . | PADLOCK . . . . .                            | \$3.68 . . . . .  | EA |
| 9031843 . . . . | PICTURE FRAME, 9"x 12" . . . . .             | \$3.78 . . . . .  | EA |
| 9400935 . . . . | PUSH PINS . . . . .                          | \$1.89 . . . . .  | BX |
| 2335984 . . . . | TWINE, BALL . . . . .                        | \$2.91 . . . . .  | EA |

## Unit of Issue

BD.....Bundle  
BK.....Book  
BT.....Bottle  
BX.....Box  
CT.....Carton  
DZ.....Dozen  
EA.....Each  
HD.....Hundred  
PD.....Pad  
PK.....Package  
RM.....Ream  
RO.....Roll  
SE.....Set