

Needed Small Office Items

- Black, blue, and red ink pens
- One-sided weekly time cards (for standard time clock)
- Heavy duty paper shredder
- Staplers (medium to large sizes for standard size staples)
- Staples
- Paper clips with and without plastic coating
- Rubber bands
- Utility knives
- Binder fasteners/broaches/file clamps (7cm)
- Whistles (for teachers)
- Heavy duty 3/8" stapler
- Heavy duty 3/8" staples
- Post-It notes (2" x 2" and other sizes)
- Index cards
- Printer paper/Multipurpose paper
- Manila and colored file folders
- White out
- Staple removers
- Highlighters
- Portable hanging file cart with wheels
- Plastic index tabs for hanging file folders