

**MANDATORY  
PRODUCTS**

**ITEM**

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Appointment Books

Binders

Binding Systems and Supplies

Boards, bulletin boards

Calculators and supplies (non-scientific)

Calendars, desk

Calendars, wall

Card filing and cards

Chalk/Crayons

Clips, clamps and clipboards

Columnar Pads/books

Copyholders

Correction fluid/tape/supplies

Desk accessories and pads

Dictation tapes and diskettes

Dry erase boards, easels and markers

Envelopes: all purpose, business, inter-department, x-ray, specialty, mailers (except for envelopes produced by the on-campus Print Shop)

Erasers

Fasteners

Fax Supplies

File carts

Files

First aid supplies

Floor mats

Folders

Glues & adhesives (except industrial strength)

Highlighters

**MANDATORY  
PRODUCTS**

**ITEM**

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Hole Punchers

Index cards

Inserts, index tab

Label holders

Label makers

Labels

Letter openers

Magnifiers

Markers

Notebooks & organizers

Notepads

Paper Punchers and trimmers

Paper: copier, color, card & cover stock, photo, computer, wide format (does not include specialized paper that may be needed for scientific equipment or purchased by the on-campus Print Shop, etc.)

Pens

Pins: push and straight

Planners

Post-It products

Report covers

Ribbons: typewriters, printer

Rolodexes

Rubber bands

Rulers

Scissors

Sheet Protectors

Stamps/stamp pads/ink

Staplers, staples, removers

Storage boxes (not including moving boxes)

**MANDATORY  
PRODUCTS**

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Tape and dispensers

Telephone message pads

Thumbtacks

**EXCLUDED  
PRODUCTS**

**ITEM**

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Audio/visual equipment requiring installation  
Cash Registers  
Computer equipment and accessories (except for keyboard, mice and flash/jump drives)  
Computer software  
Food and snacks  
Mailroom systems, equipment, and postal  
Scales  
Office Equipment (ex. copiers)  
Printing Services / Print Shop Services  
Soft Drinks  
Telecommunication systems and devices  
Water