

Information for Supply

No.	Descriptions	Amount
1.	Brown Envelopes (Legal)	2 boxes
2.	Brown Envelopes (Letter)	2 boxes
3.	Brown Envelopes (Small)	1 box
4.	Double side carbon paper	6 boxes
5.	Duct Tape	3 rolls
6.	Envelopes (white) Window	2 boxes
7.	Eraser	3 boxes
8.	Folder (Legal Size)	10 packs
9.	Folder (Letter Size)	10 packs
10.	Hanging Folder with labels	43 boxes
11.	Paper (Legal)	2 boxes
12.	Paper (Letter)	4 boxes
13.	Paperclips (large)	33 boxes
14.	Paperclips (small)	25 boxes
15.	Pencils	11 packs
16.	Pens pilot (Blue)	14 boxes
17.	Pens pilot (Black)	12 boxes
18.	Pens pilot (Red)	11 boxes
19.	Plastic Folder	30
20.	Scotch Tape 2-inch	31 rolls
21.	Sticky Notepad (3x3)	75
22.	Sticky notepad (3x5)	25
23.	Treasure tag	32 boxes
24.	4 Quire Book	3 count
25.	6 Quire Book	6 count
26.	Bottle ink (small) (black)	3 bottles
27.	Bottle ink (small) (blue)	4 bottles
28.	Bull Dog (Large)	4 boxes
29.	Bull Dog (Medium)	4 boxes
30.	Calculator (Cannon DH-V Printing)	8 count
31.	Calculator Tapes	12 rolls
32.	Carbon Paper	60 packs
33.	Composition Book	3 packs
34.	Correction Tape (white out)	3
35.	Desk Organizer (large)	5

36.	Desk Tray	4
37.	Desk Tray (triple tier)	5
38.	Elmer's paste	12 bottles
39.	Envelopes (White)- self seal Windowless	1 box
40.	Envelopes (White) Windowless	2 boxes
41.	Exercise Books	10
42.	Highlighters (Multi-coloured)	5 packs
43.	Markers	2 packs
44.	Note Pad ((5x8)	26
45.	Note pad (Legal size)	16
46.	Note Pad (letter size)	22
47.	Notebook (5x8)	10
48.	Paper Tape 2 inch	7 rolls
49.	Pay Envelopes	1200
50.	Post it Flags Banderitas	24 packs
51.	Ruler	19 count
52.	Scissors	6 count
53.	Sharpener	30 count
54.	Spring Files	22 count
55.	Staple Remover	7 count
56.	Staple Machine	10 count
57.	Staples	17 boxes
58.	Steno Spiral Notebook	10 pieces
59.	Studmark Glue Stick	38 pieces