General Supplies	Detailed Description	Additional Information
1. Clips: paper clips	#1, #2 (jumbo)	
2. Clips: binder clips	small, medium, large	
3. Paper: copy paper	white (Optional: pink, blue, green, yellow, tan, buff, ivory)	Colors will be ordered only if requested and used.
4. Envelopes: white	#10 business envelopes	To accompany letterhead
5. Envelopes: manila	9x12, 10x13, 11x15	Campus and external mail
6. Envelopes: padded	6x8, 9.5x13, 12.5x17.5	For outgoing mail. Check with SNR Office Associates if you need these.
7. Erasers		
8. Files: expandable filing pockets	1.5", 3", 5"	
9. Files: filing tabs & refills (for file folders, file cabinets)	1/5 cut	Large quantities can be ordered with a cost object.
10. Files: Green hanging file folders (letter, legal)	Letter, legal; regular, 1" bottoms, 2" bottoms	Large quantities can be purchased with a cost object.
11. Files: Manila file folders	Letter size	Legal and large quantities can be purchased with a cost object.
12. Glue Sticks		
13. Highlighters, regular point	Yellow, few other colors	
14. Labels	Avery (5160, 5162 and 5163) 3x10, 2x7, 2x5 (labels on page)	For use on envelopes, boxes.
15. Markers: dry-erase	Black, blue, red, green	Classroom supply is maintained by the Office Associate for Student Services.
16. Markers: overhead	Black, blue, red, green	
17. Markers: permanent, thick point	Black, blue, red	
18. Markers: permanent, thin point	Black	
19. Paper: bond "N"	Obtain from SNR Office Associates	Used for print-on-demand letterhead.
20. Paper: writing tablets	2 sizes – 5x7", 8.5x11" 2 colors – yellow, white	Rule will be determined by cost; mark on the order sheet if you like a specific rule).
21. Pencils: mechanical		
22. Pens: medium point stick pens		
23. Post-it notes	1.5x2, 3x3, 3x5; Assorted colors	
24. Staples		
25.Tape: packaging sealing tape	For use in work rooms; 3/4", 5/8", 15/16"	
26. Tape: scotch tape		
27. Transparencies		Supplied only if requested
28. White-out		
WORK ROOM SUPPLIES (stay in the work room): tape, stapler (regular/heavy-duty), staples, etc.		