

## **Desk supplies**

batteries, AA, AAA and 9V  
binder clips -mini, medium and large  
gently used 3 ring binders  
dividers for 3 ring binders  
dry erase markers  
dry erase board cleaner  
3 tab file folders  
poly hanging folders 1/5 tab  
manila folders-straight line and three tab  
highlighters  
kleenex  
labels for CisPro program compatible printers  
ink for CisPro compatible printers  
bic pens, black  
uniball pens, blue  
pilot pens, red  
razor pens, red  
bic pens, red  
packing tape  
paper clip  
pencils  
push pins  
rubber bands  
staples  
staplers  
Scotch tape  
scissors

## **Paper supplies**

leather bound lab notebooks  
blue exam books  
note cards  
spiral notebooks  
construction paper  
copy paper  
sticky notes  
writing pads

## **Stationary**

departmental address envelopes  
departmental letterhead  
blank envelopes 3"x6" and 4"x9"  
padded envelopes

