

# 2025-2026 Stockroom Catalog

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>QUANTITY PER UNIT</u>	<u>ISSUED BY THE...</u>	<u>STOCK NUMBER</u>
<b>Adhesives</b>				
	Glue Sticks	12/box	Each	4999.4842
	Glue, White 1.25 oz., All Purpose	12/box	Each	4999.4761
	Rubber Cement, 4 oz. Bottle	Bottle	Bottle	4999.4850
<b>Batteries</b>				
	AA	24/package	Each	0505.0057
	AAA	24/package	Each	0505.0065
	C	12/package	Each	0505.0014
	D	12/package	Each	0505.0030
	9 volt	12/package	Each	0525.0056
<b>Binders</b>				
	Computer Print Out, 14 7/8" x 11"	Each	Each	4910.0566
	Index Dividers, Set of 5 Tabs	1 set /package	Package	4910.0663
	Index Tabs, #6, Cloth	50/box	Box	4910.6602
	Index Tabs, Clear	25/package	Package	4910.6505
	Red Pressboard, 8.5" x 11", w/metal Clasp	25/box	Each	4910.0558
	Sheet Protector, Top Loading, for Binder	50/box	Box	4910.0698
<b>Calculator Accessories</b>				
	Adding Machine Paper	12/package	Roll	4999.4605
	Ribbon, Universal Calculator, Black/Red	12/box	Each	4905.5536
<b>Cleaning Supplies</b>				
	Air, Compressed	12/box	Can	5510.0241
	Cleaner, All Purpose	12/box	Can	3510.1217
	Computer Screen Cleaning Wipes	100/tub	Each	4906.1412
	Sanitizer, Hand Wipes, 7" x 5" individually-packaged in self-dispensing display box	120/box	Box	3510.0776
	Disinfecting Wipes, Clorox Commercial Solutions, Fresh Scent	75/tub	Tub	3510.0822
	Gel Hand Sanitizer, Purell 4oz	24/case	Each	3510.0777
	Lysol Disf. Spray 12.5oz	12/case	Each	3510.1609
<b>Clips and Fasteners</b>				
	Binder, Large, 2" wide	12/box	Box	4999.1436
	Binder, Medium, 1 1/4" wide	12/box	Box	4999.1428
	Binder, Small, 3/4" wide	40/box	Box	4999.1401
	Fasteners, Sets of 2 3/4" Base w/2" Cap	50/box	Box	4910.2003
	Paper, Large	100/box	Box	4999.1525
	Paper, Small	100/box	Box	4999.1509

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<b>Computer Discs</b>				
	Flash Drive, 16 GB USB 3.2, Type-A, Black	10/box	Each	4905.0003
	Flash Drive, 32 GB USB 3.2, Type-A, Black	10/box	Each	4905.0011
	CD Sleeves	50/box	Box	4905.5013
	Computer Disc Mailers	25/box	Each	4925.2501
	Jewel Case	50/package	Each	4999.2025
	CD-R, Recordable CD w/spindle case	50/spindle	Each	4999.2068
	CD-RW, Rewritable CD w/spindle case	25/spindle	Each	4999.2084
	DVD+R Spindle, 4.7GB, 120 Min. 100/Pack	100/spindle	Each	4905.4092
<b>Desk Accessories</b>				
	Bookends, Black, Metal, Pair	Each	Each	4999.0995
	Copyholder, Easel-back, Letter Size	Each	Each	4999.1258
	Trays Plastic, Stackable, Side Loading, Smoke	6/box	Each	4999.7655
	Envelope Moisteners	Each	Each	4999.3048
<b>Dry Board Accessories</b>				
	Cleaner, Spray Bottle	12/box	Each	4999.8023
	Eraser (white board only)	1/box	Box	4915.2116
	Markers, Set of Red, Black, Blue, and Green	4/box	Box	4915.3821
<b>Erasers and Correction</b>				
	Correction Fluid, White, Bottle	12/box	Each	4915.2582
	Correction Tape, Single Line	6/pack	Each	4915.2701
	Correction, Pen Style White Out	12/box	Each	4915.2647
<b>Filing</b>				
	File Folder, Hanging, Letter	25/box	Box	4910.3204
	File Folder wo/Fasteners, 1/3 cut, All Three Position	100/box	Box	4910.2992
	File Folder, w/Fastener, 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> Position (Specify Position)	50/box	Box	4910.3107
	File Pocket, Letter Size, 3 1/2" Capacity	50/box	Each	4910.5916
	File Pocket, Letter Size, 5 1/4" Capacity	50/box	Each	4910.5959
	<i>Folders, 2 Pocket with Fasteners (Specify Color)</i>			
	Black, Dark Blue, Burgundy, Gray, Hunter Green, Red, White, Yellow	25/box	Box	4910.0515
	<i>Folders, 2 Pocket without Fasteners (Specify Color)</i>			
	Black, Dark Blue, Light Blue, Hunter Green, Orange, Red, Teal, Yellow	25/box	Box	4910.0515
<b>First Aid</b>				
	Band Aids	16/box	Box	6510.0126
	First Aid Kit	Each	Each	6510.0010

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<b>Labels</b>				
	CD/DVD	250/box	Box	4910.5649
	File Folder, 1/3 Cut, White, 2/3" x 3 7/16"	1500/box	Box	4910.5851
	File Folder, Blue	252/box	Box	4910.5800
	File Folder, Green	252/box	Box	4910.5770
	File Folder, Purple	248/box	Box	4910.5711
	File Folder, Red	252/box	Box	4910.5738
	File Folder, White	252/box	Box	4910.5754
	File Folder, Yellow	252/box	Box	4910.5797
	Laser Printer, 2 5/8" x 1"	3000/box	Box	4910.5509
	Laser Printer, 4" x 1 7/16"	400/box	Box	4910.5517
	Laser Printer, 4" x 1"	3500/box	Box	4910.5533
	Laser Printer, 4" x 2"	1000/box	Box	4910.5525
<b>Name Tags and Badges</b>				
	Badge Sleeve, Clear Plastic	25/package	Each	4999.0901
	Badge Holder, 4" x 3", clip-back	50/box	Box	4999.0855
	Name Tag, Sticker, Blue and White	50/box	Box	4999.0863
	Retractable ID Holder	25/box	Each	4999.0529
<b>Office Supplies</b>				
	Clipboard, 9" x 12"	Each	Each	4999.1169
	Coat Hooks, Door/Cubical, Adjustable	Each	Each	4999.0014
	Finger Pads, Asst. Sizes: 11, 11.5, 12, 13, 14	12/box	Each	4999.4508
	Flag, Kansas, Nylon 3' X 5'	Each	Each	4810.0023
	Frame, Document or Picture, 8.5" x 11", Black/Walnut	6/box	Each	4999.7701
	Gregg Reference Manual	Each	Each	4999.8007
	Index Cards, 3" x 5", Lined	100/package	Package	4910.1058
	Index Cards, 4" x 6", Lined	100/package	Package	4910.1031
	Mouse Pad, Sponge	Each	Each	4999.8082
	Panel Clips (cloth panels)	20/package	Each	4999.1266
	Panel Hooks (cloth panels)	Each	Each	4999.1274
	Paper Clip Dispenser, Magnetic, Plastic	Each	Each	4999.1517
	Power Strip, 6 Outlets, Surge Protected	Each	Each	2599.7832
	Push Pins, Round Head, Assorted Color	50/box	Box	4999.7582
	Reinforcements, Self-adhesive, 1/4" Hole	200/box	Box	4910.6254
	Scissors, 8"	Each	Each	4999.6535
	Tacky Fingers, 1oz	12/box	Each	4999.4575
<b>Office Equipment</b>				
	Paper Punch, 2 Hole	Each	Each	4999.5008
	Paper Punch, 3 Hole Heavy Duty	Each	Each	4999.5024
	Sharpener, Pencil, Electric	Each	Each	4999.6624
<b>Paper and Stationary</b>				
	Business Cards, Blank	250/box	Box	4910.1015
	Pad, Legal Ruled, Canary, 8.5" x 11"	12/package	Each	4925.3796
	Pad, Legal Ruled, Canary, 8.5" x 14"	12/package	Each	4925.3818
	Pad, Legal Ruled, White, 8.5" x 11"	12/package	Each	4925.3850
	Paper, Bond, 8.5" x 11", Blue	500 sheets/ream	Ream	4925.4164
	Paper, Bond, 8.5" x 11", Canary	500 sheets/ream	Ream	4925.4121
	Paper, Bond, 8.5" x 11", Pink	500 sheets/ream	Ream	4925.4180
	Steno Pad, 6" x 9"	12/package	Each	4925.3761

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<b>Post-It-Flags and Sticky Notes</b>				
	Post-it-Flags, Specify Color: Sign Here, Sign & Date Here, Blue, Green, Orange, Purple, Red, White, Yellow	12/box	Each	4925.3958
	Sticky Note, Yellow, 1 3/8" x 1 7/8"	12/package	Each	4925.4008
	Sticky Note, Yellow, 3" x 5"	12/package	Each	4925.3966
	Sticky Note, Yellow, 3" x 3"	12/package	Each	4925.4016
<b>Rubber Bands</b>				
	#19, 3 1/2" x 1 /16"	1/4 lbs. package	Package	4999.5571
	#64, 3 1/2" x 1/4"	1/4 lbs. package	Package	4999.5768
	#117, 7" x 1/8" x 1/4"	1/4 lbs. package	Package	4999.5598
<b>Rulers and Measuring Devices</b>				
	Ruler, 12" Plastic, Metric & Standard	Each	Each	4999.6233
	Ruler, 15" Plastic, Metric & Standard	Each	Each	4999.6217
<b>Shipping and Packing Supplies</b>				
<i>Envelopes</i>				
	<i>Brown Kraft, Open End, w/Clasp</i>			
	<i>Indicate Size:</i>			
	6" x 9"	100/box	Each	4925.3001
	9" x 12"	100/box	Each	4925.3060
	10" x 13"	100/box	Each	4925.3087
	12" x 15.5"	100/box	Each	4925.3109
	Confidential, Gummed Inter-Departmental, 10" X 13"	100/box	Box	4925.3011
<i>Tape</i>				
	Dispenser, Desktop	Each	Each	4935.1054
	Box Sealing, 2" wide, Clear	6/package	Each	4935.6218
	Double Coated, 1/2" wide	2/package	Package	4935.6102
	Filament, 1"	Roll	Roll	4935.6005
	Masking, 1"	36/case	Roll	4935.5610
	Scotch, 1/2"	Roll	Roll	4935.5017
	Scotch, 3/4"	6/package	Roll	4935.5769
<b>Stamps and Accessories</b>				
	Date, Standard 4-band Style	Each	Each	4999.6853
	Stamp Pad, #1 Red	Pad	Pad	4999.6829
<b>Staplers and Accessories</b>				
	Staple Remover	Each	Each	4999.7167
	Stapler, Desk, Black	Each	Each	4999.6926
	Staples, 1/4", Standard	5000/box	Box	4999.7116

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<b>Storage and Organization</b>				
	File Storage Box, Letter Size	12/box	Each	4910.2526
<b>Toner and Ink Cartridges</b>				
<i>HP 1000 series &amp; 3000 series</i>				
	Black - #Q2612A	Each	Each	4905.0550
<i>HP 2300</i>	Black - #C2610A	Each	Each	4905.1069
<i>HP 2400DN</i>	Black - #Q6511A	Each	Each	4905.5544
<i>HP 4250 and 4350</i>				
	Black - #Q5942A	Each	Each	4905.4025
<i>HP 4600 Series</i>				
	Black - C9720A	Each	Each	4905.0518
	Cyan - # C9721A	Each	Each	4905.0526
	Magenta - #C9723A	Each	Each	4905.0534
	Yellow - #C9722A	Each	Each	4905.0542
<i>HP 4700</i>	Black - #Q5950A	Each	Each	4905.5307
	Cyan - #Q5951A	Each	Each	4905.5315
	Magenta - #Q5953A	Each	Each	4905.5358
	Yellow - #Q5952A	Each	Each	4905.5323
<i>HP 5500</i>	Black - #C9730A	Each	Each	4905.2308
	Cyan - #C9731A	Each	Each	4905.2316
	Magenta - #C9733A	Each	Each	4905.2324
	Yellow - #C9732A	Each	Each	4905.2332
<i>HP 9040DN</i>	Black - #C8543X	Each	Each	4905.5382

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<b>Writing Supplies and Accessories</b>				
<i>Erasers</i>				
	Eraser Holder, Pen Style	3/package	Each	4915.1802
	Eraser Holder Refill for Pen Style	2/package	Package	4915.2183
	Eraser, Mechanical Pencil Refill	3/package	Package	4915.2140
<i>Highlighters</i>				
	Pen Style, Green	12/box	Box	4915.3864
	Pen Style, Pink	12/box	Box	4915.3848
	Pen Style, Blue	12/box	Box	4915.3856
	Pen Style, Yellow	12/box	Box	4915.3872
	Marker Size, Yellow	12/box	Box	4915.3899
<i>Leads</i>				
	Mechanical Pencil, Black, 5mm HB and 7mm HB	12/tube	Tube	4915.5980
<i>Markers</i>				
	Permanent, Black, Broad Tip	12/box	Box	4915.3759
	Permanent, Red, Broad Tip	12/box	Box	4915.3767
	Permanent, Black, Ultra Fine	12/box	Box	4915.3880
	Permanent, Black, Fine Tip	12/box	Box	4915.3805
<i>Pencils</i>				
	Mechanical, 0.5mm	12/box	Box	4915.5301
	Wood, # 2	12/box	Box	4915.5514
<i>Pens</i>				
	Gel w/Cushion Grip, Black	12/box	Box	4915.4003
	Gel w/Cushion Grip, Blue	12/box	Box	4915.4011
	Gel w/Cushion Grip, Red	12/box	Box	4915.4038
	Roller Ball Skilcraft, 0.5mm, Black	12/box	Box	4915.4240
	Roller Ball Skilcraft, 0.5mm, Blue	12/box	Box	4915.3740
	Roller Ball Skilcraft, 0.5mm, Red	12/box	Box	4915.4208
	Soft Grip, Medium Point, Black	12/box	Box	4915.4402
	Soft Grip, Medium Point, Blue	12/box	Box	4915.4410
	Soft Grip, Medium Point, Red	12/box	Box	4915.4429