

Furniture		Equipment		Office Supplies	
desk-keyboard height	3	printer/copier - toner	1	case copy paper 8.5x11	1
office chairs	3	Computer/keyboard	2	standard staples	1pkg
Work table	1	monitor	2	tape	1pkg
Filecabinet	1 or 2	keyboard	2	paper clips	1pkg
Storage unit/shelving	1	mouse	2	binder clips	1pkg
		router	1	rubber bands	1pkg
		phone system - 2/3 ext.	1	push pins	1pkg
Desk Supplies		Power back-up	2	pens	1pkg
mouse pads	2	Surge Protectors	1	pencils	1pkg
large calculator	2	hard drive - CC	1	highlighters	1pkg
pocket calculator	1			sharpie	1
3 hole punch	1				
paper cutter	1	Maintenance Equipment		correction tape	1pkg
pencil sharpener	1	vacuum cleaner	1 or 2	packing tape	1 pkg
staplers	3	swiffer dry	1 or 2	post-its	1pkg
tape dispensers	3	swiffer wet	1 or 2	legal pads	1 pkg
letter openers	3	toilet brushes	?	address labels 30/sheet	1pkg
staple removers	3			manila file folders 1/3 tab	1pkg
pen holder	3	Maintenance Supplies		hanging file folders	1pkg
paper clip holder	3	kleenex		pocket folders/portfolios	1 pkg
file pockets	12	Toilet tissue		non glare sheet protectors	1pkg
file racks	?	paper towels		Binder tabs	3
in/out boxes	3	dusting spray		envelopes 10x13	1pkg
waste baskets	3	window cleaner		envelopes 5x9	1pkg
clock	1	multipurpose cleaner		envelopes - 3.625x6.5	1pkg
paper shredder	1	bathroom cleaner		POSTAGE STAMPS	100
file box's in lieu of xtr file cab ?		toilet bowl cleaner		legal size paper	
petty cash box ?		floor cleaner		binders	
easel/easel pad?					
cork board?					
clock?					
We would need to order		Available Items - see highlighted		Worship Supp if applicable	
postage pd envelopes #10		CYC Filing Cabinet	1	attendance pads	
Presbytery Calendar		CYC Shelving Unit w/door	2	pew envelopes	
Special project acct cks		CYC - End table	1		
all account checks		CYC Plastic Bins	??		
church seal		Garage Work table	1		
Return address stamp		Binders - from Sheri	several		
		Legal paper - from ??	2 or 3		