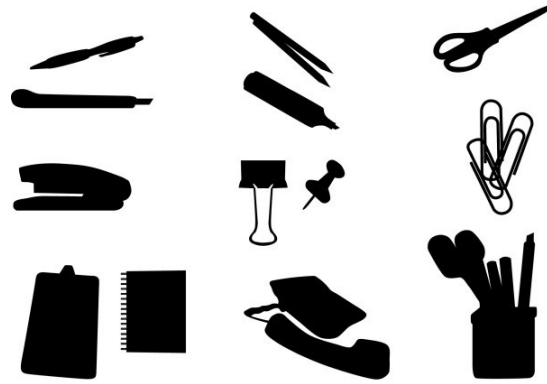


Office Supplies



Must be purchased in Marketplace through Staples, per CU contract. What is an office supply*?

- | | |
|---------------------------------|-------------------------------|
| badge holders | markers - all types |
| binders - all types | paper (white/color) |
| calculators - all types | paper clips |
| calendars/inserts/day planners | pop up dispensers |
| correction tape/fluid | post-it notes |
| desk top organizers/accessories | push pins/thumb tack |
| dry erase boards | rubber bands |
| DVDs, CDs | rubber stamps |
| Envelopes/mailers - all types | scissors |
| erasers | scotch tape |
| file storage | staple removers |
| finger grips | stickers |
| folders | tablets/pads/notebooks |
| glues & adhesives (tape) | tape dispensers |
| hole punches | tapes - adhesives |
| index dividers | vinyl letters |
| labels - all types | writing instruments & refills |

Do not charge office supplies to grants; discuss with your accounting technician, if you have questions.

** To misquote Captain Barbossa, this list is not really the code, it is more like guidelines.*

