

## 2018-2019 CAYUGA-ONONDAGA BOCES CENTRAL SUPPLY LIST

Central Supply requisitions must be filled out completely. Correct budget codes, item numbers and Director's approval must be on form or they will be returned. Since prices are changing throughout the year please refer to list on line for each order to have correct pricing.

No one is to get central supply items their self at any time. O&M staff will help you with order if something is an emergency. NO form, no supplies!

ITEM NO#	DESCRIPTION	UNIT	COST
<b>ADDING MACHINE TAPE</b>			
1	2 ¼" wide	ROLL	.50
<b>ANTISEPTIC, DISINFECTANT, BAND-AIDS</b>			
2	Band-Aids	BOX	3.50
3	Rubbing Alcohol	Bt.	1.00
4	Liquid Disinfectant	Bt.	15.00
5	Disinfecting wipes	Bt.	8.00
6	Hand Sanitizer	Bt.	4.00
<b>AUTOMOTIVE SUPPLIES (FLEET USE ONLY)</b>			
7	Motor Oil 10W30	Qt.	1.25
8	Motor Oil SAE30	Qt.	1.75
9	Windshield Washer Fluid	Gal.	2.00

**BATTERIES**

10	Alkaline – AA	Ea.	.50
11	Alkaline-AAA	Ea.	.55
12	Alkaline –C	Ea.	1.10
13	Alkaline-D	Ea.	1.10
14	9 Volt	Ea.	2.00

**BINDERS**

15	3 Ring, ½” capacity	Ea.	4.00
16	3 Ring, 1” capacity	Ea.	4.00
17	3 Ring, 2” capacity	Ea.	6.00

**BROOMS AND DUST PANS**

18	Regular Household	Ea.	7.00
19	18” Push w/handle, fine bristle	Ea.	14.00
20	24” Push w/handle, fine bristle	Ea.	16.00
21	18” Push w/handle, garage	Ea.	14.00
22	24” Push w/handle, garage	Ea.	16.00
23	60” Handle’s w/threaded tips	Ea.	4.00
24	Broom handle brace	Ea.	2.25
25	Small Dust Pan – plastic	Ea.	2.50
26	Large Dust Pan – Metal	Ea.	10.00

**BULBS**

27	Appliance Bulb	Ea.	2.00
28	Rough service (shop use)	Ea.	3.00

**CHALK**

29	Colored	Bx.	.50
30	White	Bx.	.50
31	Chalkboard Eraser	Ea.	2.00

**CLAMPS**

32	Criss-cross, #1	Bx.	.45
33	Criss-cross, #2	Bx.	.45

**CLEANING SUPPLIES**

34	Laundry Detergent	Bt.	11.00
35	Dish Liquid	Bt.	3.00

**CLIPBOARDS**

36	Letter size	Ea.	2.00
37	Legal size	Ea.	4.00

**CLIPS**

38	Binder, 3/8" capacity	Bx.	1.00
39	Binder, 5/8" capacity	Bx.	2.00
40	Binder, 2" capacity	Bx.	2.00
41	Bulldog w/magnet, 1 1/4"	Ea.	1.30
42	Bulldog w/magnet, 2 1/4"	Ea.	1.70
43	Paper – Jumbo	Bx.	.75
44	Paper – Regular	Bx.	.50
45	Paper – Small	Bx.	.65

**COFFEE and PAPER GOOD SUPPLIES**

46	Coffee, Regular	Bx.	34.00
47	Coffee, Decaf	Bx.	34.00
48	Coffee Filters	Ea.	1.00
49	Creamer, powdered	Ea.	2.00
50	Paper Cups	case Sleeve	50.00 2.50
51	Paper Napkins	Pkg.	3.00
52	Paper Plates	Pkg.	8.00
53	Paper Table Clothes	Ea.	2.25
54	Plastic Utensils (forks, spoons, knives)	Ea.	.03
55	Stirrers	Bx.	3.00
56	Sugar	Bg.	3.00
57	Tea Bags	Bx.	3.50

**COMPASS**

58	5" metal w/Pencil	Ea.	1.00
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**COMPUTER SUPPLIES**

59	DVD	Ea.	.50
60	CD-R	Ea.	1.25
61	Flash Drive 4GB	Ea.	8.00
62	Static free wipes for screens	Bx.	6.00

**CORRECTION SUPPLIES**

63	Correction Tape 2/bx	Bx.	5.00
64	Correction Fluid – White	Bt.	1.50

**CRAYONS**

65	Regular size, 16/bx.	Bx.	1.00
66	Jumbo size, 8/bx.	Bx.	2.00

**DIVIDERS**

67	Notebook – Clear tab 8 ½" x 11"	Set	1.00
68	Notebook – Colored tab 8 ½" x 11"	Set	1.00

**ENVELOPES**

69	#10P – White plain	Bx.	8.00
70	#10NW – White, no window, return address	Bx.	18.00
71	#10R – White, with window, return address	Bx.	18.00
72	Interoffice - large, 100/bx.	Bx.	30.00
73	Interoffice – small, 100/bx.	Bx.	12.00
74	Coin – kraft brown	Ea.	.05
75	Invitation , 100/bx.	Bx.	7.00
76	6" x 9" white, return address	Ea.	.15
77	First Class 9" x 12", white, return address	Ea.	.20
78	Kraft brown 6" x 9"	Ea.	.10
79	Kraft brown 9" x 12"	Ea.	.15
80	Kraft brown 10" x 13"	Ea.	.10
81	Kraft brown 12" x 15"	Ea.	.25
82	Bubble shipper 9 ½" x 14 ½"	Ea.	.50
83	Bubble shipper 12 ½" x 19"	Ea.	1.00

**ERASERS**

84	Pink pearl	Ea.	.30
85	Pencil head	12/pk	1.20

**FILE – EXPANDABLE FOLDERS**

86	Oxford expandable, Letter size	Ea.	1.75
87	Oxford expandable, Legal size	Ea.	2.00

**FOLDERS**

88	Pocket folder, letter size, Black	Bx.	10.00
89	Pocket folders, letter size, Blue	Bx.	10.00
90	Pocket folders, letter size, Dark Blue	Bx.	10.00
91	Pocket folders, letter size, Green	Bx.	10.00
92	Pocket folders, letter size, Orange	Bx.	10.00
93	Pocket folders, letter size, Red	Bx.	10.00
94	Pocket folders, letter size, Yellow	Bx.	10.00
95	Pocket folders, letter size, Assorted	Bx.	10.00
96	Manila, Letter size	Bx.	13.00
97	Manila, Legal size	Bx.	15.00

**FOLDERS – HANGING and SUPPLIES**

98	Frames, letter size	Set	3.00
99	Frames, legal size	Set	3.00
100	Blue, letter size	Bx.	12.00
101	Green, letter size	Bx.	12.00
102	Orange, letter size	Bx.	12.00

**FOLDERS and HANGING SUPPLIES (continued)**

103	Red, letter size	Bx.	12.00
104	Violet, letter size	Bx.	12.00
105	Yellow, letter size	Bx.	12.00
106	Blue, legal size	Bx.	25.00
107	Green, legal size	Bx.	25.00
108	Orange, legal size	Bx.	25.00
109	Red, legal size	Bx.	25.00
110	Violet, legal size	Bx.	25.00
111	Yellow, legal size	Bx.	25.00
112	Green box bottom, 1" letter size	Bx.	25.00
113	Green box bottom, 2" letter size	Bx.	25.00
114	Green box bottom, 3" letter size	Bx.	25.00
115	Green box bottom, 1" legal size	Bx.	25.00
116	Green box bottom, 2" legal size	Bx.	25.00
117	Green box bottom, 3" legal size	Bx.	25.00
118	Plastic tabs, 2" Blue	Bx.	2.00
119	Plastic tabs, 2" Clear	Bx.	3.00
120	Plastic tabs, 2" Green	Bx.	2.00
121	Plastic tabs, 2" Pink	Bx.	2.00
122	Plastic tabs, 2" Red	Bx.	2.00
123	Plastic tabs, 2" Yellow	Bx.	2.00
124	Plastic tabs, 3 ½" Blue	Bx.	2.50

**FOLDERS and HANGING SUPPLIES (continued)**

125	Plastic tabs, 3 ½" Clear	Bx.	3.50
126	Plastic tabs, 3 ½" Green	Bx.	2.50
127	Plastic tabs, 3 ½" Violet	Bx.	2.50
128	Plastic tabs, 3 ½" Red	Bx.	2.50
129	Plastic tabs, 3 ½" Yellow	Bx.	2.50
130	Blank Insert Tabs – 2"	Pkg.	.65
131	Blank Insert Tabs - 3 ½"	Pkg.	1.25

**GLOVES – VYNAL**

132	Small, 100/bx.	Bx.	3.50
133	Medium, 100/bx.	Bx.	3.50
134	Large, 100/bx.	Bx.	3.50

**GLUE**

135	White 1 ¼ oz.	Bt.	.30
136	White 4 oz.	Bt.	1.50
137	White 8 oz.	Bt.	1.75
138	Glue Sticks	Ea.	.75
139	Duco Cement	Ea.	.90

**HIGHLIGHTERS**

140	Wide tip, Blue	Ea.	.40
141	Wide tip, Green	Ea.	.40
142	Wide tip, Pink	Ea.	.40
143	Wide tip, Yellow	Ea.	.40
144	Narrow tip, Blue	Ea.	.40



**HIGHLIGHTERS (continued)**

145	Narrow tip, Green	Ea.	.40
146	Narrow tip, Orange	Ea.	.40
147	Narrow tip, Pink	Ea.	.40
148	Narrow tip, Yellow	Ea.	.40

**INDEX CARDS**

149	3" x 5" Lined	Pkg.	2.00
150	3" x 5" Plain	Pkg.	2.00
151	4" x 6" Lined	Pkg.	3.50
152	4" x 6" Plain	Pkg.	3.50
153	5" x 8" Lined	Pkg.	4.00
154	5" x 8" Plain	Pkg.	4.00
155	Alphabet, 3" x 5"	Pkg.	1.00
156	Alphabet, 4" x 6"	Pkg.	1.25
157	Alphabet, 5" x 8"	Pkg.	2.40
158	3" x 5" File box	Ea.	4.00
159	4" x 6" File box	Ea.	5.00
160	5" x 8" File box	Ea.	6.00
161	Loose Leaf Book Rings	Ea.	.15

**LABELS**

162	Gummed, 4" x 2 1/2"	Pkg.	1.50
163	Printer labels, 1/2" x 1 3/4"	Pkg.	9.00
164	Laser, 1" x 2 5/8"	Pkg.	15.00
165	Mailing , w/return address	Ea.	.10

**LETTER OPENER**

166	Metal	Ea.	1.35
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**MARKERS**

167	Wide Tip, Black	Ea.	.20
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168	Wide Tip, Blue	Ea.	.20
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169	Wide Tip, Brown	Ea.	.20
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170	Wide Tip, Green	Ea.	.20
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171	Wide Tip, Orange	Ea.	.20
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172	Wide Tip, Purple	Ea.	.20
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173	Wide Tip, Red	Ea.	.20
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174	Wide Tip, Yellow	Ea.	.20
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175	Narrow Tip, Black	Ea.	.30
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176	Narrow Tip, Blue	Ea.	.30
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177	Narrow Tip, Brown	Ea.	.30
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178	Narrow Tip, Green	Ea.	.30
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179	Narrow Tip, Orange	Ea.	.30
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180	Narrow Tip, Purple	Ea.	.30
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181	Narrow Tip, Red	Ea.	.30
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182	Narrow Tip, Yellow	Ea.	.30
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183	Fine Point Permanent, Black	Ea.	.60
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184	Fine Point Permanent, Blue	Ea.	.60
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**MARKERS & SUPPLIES for WHITE BOARDS**

185	White Board, Fine	Set	3.00
186	White Board, Wide – Chisel Tip	Set	7.00
187	White Board, Wide – Bullet Tip	Set	7.00
188	White Board Cleaner	Bt.	2.25
189	White Board Eraser	Ea.	3.00

**MESSAGE PADS**

190	Book, 4/page	Ea.	3.00
191	4" x 5 ¼" Pads	Ea.	.20

**NAME BADGES**

192	" Hello my name is"	pkg.	2.00
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**NOTEBOOKS**

193	Composition notebooks	Ea.	2.75
194	Spiral notebook	Ea.	1.70
195	Steno notebook	Ea.	1.25

**PADS**

196	Drawing pad 9 x 12	Ea.	6.50
197	Easel, 27" x 34"	Ea.	18.00
198	Lined, 8 ½" x 11", White	Ea.	.75
199	Lined, 8 ½" x 11", Yellow	Ea.	.75
200	Lined, 8 ½" x 14", White	Ea.	.70
201	Lined, 8 ½" x 14", Yellow	Ea.	1.50
202	Plain scratch, 5" x 8"	Ea.	.55
203	Plain scratch, 4" x 6"	Ea.	.60

	<b>PADS (continued)</b>		
204	Post it notes, 3" x 5"	Ea.	1.10
205	Post it notes, 3" x 3"	Ea.	1.00
206	Post it notes, 1 ½" x 2"	Ea.	.50
207	Desk top, 17" x 22", Plain	Ea.	7.00
	<b>PAPER</b>		
208	Construction 9" x 12", Asst.	Pkg.	1.50
209	Construction 9" x 12", Black	Pkg.	1.50
210	Construction 9" x 12", Blue	Pkg.	1.50
211	Construction 9" x 12", Brown	Pkg.	1.50
212	Construction 9" x 12", Green	Pkg.	1.50
213	Construction 9" x 12", Lt. Blue	Pkg.	1.50
214	Construction 9" x 12", Orange	Pkg.	1.50
215	Construction 9" x 12", Red	Pkg.	1.50
216	Construction 9" x 12", Violet	Pkg.	1.50
217	Construction 9" x 12", White	Pkg.	1.50
218	Construction 9" x 12", Yellow	Pkg.	1.50
219	Construction 12" x 18", Asst.	Pkg.	4.50
220	Construction 12" x 18", Black	Pkg.	3.50
221	Construction 12" x 18", Blue	Pkg.	3.50
222	Construction 12" x 18", Brown	Pkg.	3.50
223	Construction 12" x 18", Green	Pkg.	3.50
224	Construction 12" x 18", Lt. Blue	Pkg.	3.50
225	Construction 12" x 18", Orange	Pkg.	3.50

**PAPER (continued)**

226	Construction 12" x 18", Red	Pkg.	3.50
227	Construction 12" x 18", Violet	Pkg.	3.50
228	Construction 12" x 18", White	Pkg.	3.50
229	Construction 12" x 18", Yellow	Pkg.	3.50
230	Loose-leaf filler paper	Pkg.	2.50
231	Manila drawing, 9" x 12"	Ream	7.00
232	Newsprint	Pad	2.00
233	Poster Board, 22" x 28" Black	Sheet	.65
234	Poster Board, 22" x 28" Blue	Sheet	.55
235	Poster Board, 22" x 28" White	Sheet	.50

**PHOTO PRODUCTS**

236	Photo paper	Pkg.	10.00
237	Laminating sheets	Pkg.	9.00

**PAPER FASTENERS**

238	Round heads – ½"	Bx.	.50
239	Round heads – ¾"	Bx.	.55
240	Round heads – 1 ¼"	Bx.	3.45

**PAPER PUNCHES**

241	3 Hole metal	Ea.	5.00
242	1 Hole ticket punch	Ea.	2.25

**PENCILS and SHARPENER**

243	#2 Pencils	Bx.	1.25
244	Colored pencils	Bx.	1.75
245	Wall mounted pencil sharpener	Ea.	10.00

**PENS**

246	Fine - Black	Bx.	2.00
247	Fine – Blue	Bx.	2.00
248	Fine – Red	Bx.	2.00
249	Med. – Black	Bx.	2.25
250	Med. – Blue	Bx.	2.25
251	Med. – Red	Bx.	2.25
252	Roller – Black	Ea.	1.00
253	Roller – Blue	Ea.	.30
254	Roller – Red	Ea.	.30
255	Rubber grip – Black	Ea.	1.00
256	Rubber grip – Blue	Ea.	1.00
257	Felt tip – Black	Ea.	1.00
258	Felt tip – Blue	Ea.	1.00

**PLASTIC SHEET PROTECTORS**

259	Side load, 8" x 11"	Ea.	.05
260	Top load, 8" x 11" w/3 hole	Bx.	15.00
261	Report covers w/grip strip	Ea.	.20

**REINFORCEMENTS**

262	White reinforcement labels	Bx.	1.00
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**RUBBER BANDS**

263	#33, 1 pound bx.	Bx.	6.50
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**RULERS**

264	12", wooden	Ea.	1.00
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265	18", wooden	Ea.	.90
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**SCISSORS**

266	Blunt, Lefty	Ea.	2.50
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267	Blunt	Ea.	2.50
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268	Sharp, Lefty	Ea.	2.70
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269	Sharp, 5"	Ea.	1.75
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270	Office	Ea.	5.00
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**SHOP RAGS**

271	50lb. White cotton	Bx.	65.00
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**SPEEDI-DRI**

272	40 lb. bags	Bg.	14.00
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**STAMP PADS**

273	Red	Ea.	2.50
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274	Black	Ea.	2.50
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**STAPLE SUPPIES**

275	Stapler	Ea.	5.00
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276	Staple remover	Ea.	.70
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277	Staples	Pk.	1.50
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**STORAGE BOXES**

278	Collapsible file boxes	Ea.	3.60
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**SURGE SUPPESSORS**

279	6 outlet plug in	Ea.	6.00
280	6 outlet w/4 ft. cord	Ea.	12.00

**SWEEPING COMPOUND**

281	40# bag (shop floors)	Bg.	18.00
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**TAPE**

282	Transparent for desk dispenser	Roll	2.00
283	Invisible for desk dispenser	Roll	2.00
284	Duct tape – Grey	Roll	5.25
285	Duct tape – Red	Roll	5.25
286	Duct tape – Yellow	Roll	5.25
287	Masking tape 1”	Roll	2.00
288	Masking tape 2”	Roll	2.00
289	Packing tape 2”	Roll	4.50
290	Electrical tape	Roll	2.00
291	Velcro Sticky – Back tape	Roll	11.00
292	Dispenser (desk)	Ea.	2.75
293	Dispenser (hand)	Ea.	.50

**THUMBTRACKS**

294	3/8” Flat head	Ea.	1.50
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**TISSUES**

295	Facial	Bx.	1.00
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**PLEASE HAVE BUDGET CODE ON ORDER FORM**

**(Your order will not be filled without code)**



