

2021-2022 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
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ADDING MACHINE TAPE

1	2 ¼" Wide	EA	0.50
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BAND-AIDS, DISINFECTANT, SANITIZER

2	Band-Aids	BX	3.50
3	Liquid Disinfectant QT	BT	N/C
4	Disinfecting wipes	BT	8.50
5	Hand Sanitizer	BT	4.00
6	Masks	BX	N/C

BATTERIES

7	AA Batteries	EA	0.60
8	AAA Batteries	EA	0.65
9	C	EA	1.10
10	D	EA	1.10
11	9 Volt	EA	2.00

BINDERS and DIVIDERS

12	3 ring, ½" capacity	EA	1.00
13	3 ring, 1" capacity	EA	2.00
14	3 ring, 2" capacity	EA	5.00
15	Colored Tab Dividers	SET	1.00
16	Clear Tab Dividers	SET	1.00

BROOMS – DUST PANS

17	Household	EA	7.00
18	Small dust pan- plastic	EA	2.50
19	Large dust pan – metal	EA	10.00

CLIPS

20	Binder 3/8" capacity	BX	1.00
21	Binder 5/8" capacity	BX	2.00
22	Binder 2" capacity	BX	2.00
23	Paper – Jumbo	BX	0.75
24	Paper – Regular	BX	0.50
25	Paper – Small	BX	0.65

COFFEE - KITCHEN SUPPLIES

26	Coffee – regular	BX	34.00
27	Coffee – decaf	BX	34.00
28	Coffee – filters	PK	1.00
29	Creamer – powder	EA	2.00
30	Paper cups	EA	2.50
31	Paper napkins	PK	3.00
32	Paper plates	PK	9.00
33	Plastic utensils- fork, spoon, knives	CS	30.00
	Specify which one		
34	Coffee stirrers	BX	3.00
35	Sugar	BG	3.00
36	Tea Bags	BX	3.50
37	Dish liquid	EA	3.00

COMPUTER SUPPLIES

38	Flash drive	EA	8.00
39	Screen wipes	EA	9.00

CONSTRUCTION PAPER

40	Assorted, 9 x 12	PK.	2.50
41	Assorted, 12 x 18	PK.	5.00

CORRECTION SUPPLIES

42	Correction tape 2/bx	BX	5.00
43	Correction fluid – white	BT.	1.50

ENVELOPES

44	#10P – White plain	BX	8.00
45	#10NW – No window/return address	BX	18.00
46	#10R – Window/no return address	BX	18.00
47	Invitation, 100/bx	BX	7.00
48	First class 9" x 12" w/return address	Ea.	.10
49	Kraft brown 9" x 12"	Ea.	.15
50	Kraft brown 10" x 13"	Ea.	.10
51	Kraft brown 12" x 15"	Ea.	.25

FOLDERS

52	Assorted, 2 Pocket	Bx.	13.00
53	Black, 2 pocket	Bx.	13.00
54	Red, 2 pocket	Bx.	13.00
55	Yellow, 2 pocket	Bx.	13.00
56	Manila Letter folder	Bx.	12.00

ERASERS

57	Pencil head	PK.	1.20
58	Pink pearl	EA.	.25

GLOVES - VINYL

59	Small, 100/bx	BX	6.00
60	Medium, 100/bx	BX	6.00
61	Large, 100/bx	BX	6.00

GLUE

62	Glue sticks	EA	0.75
63	White 4oz.	BT	1.50

INDEX CARDS

64	3" x 5" Lined	PK	2.00
65	3" x 5" Plain	PK	2.00
66	4" x 5" Lined	PK	3.50
67	4" x 5" Plain	PK	3.50
68	5" x 8" Lined	PK	4.00
69	5" x 8" Plain	PK	4.00
70	Loose leaf book rings	EA	0.15

MARKERS and White Board supplies

71	Fine point permanent, Black	EA	0.60
72	Fine point permanent, Blue	EA	0.60
73	White board, Fine	SET	3.00
74	White board, Wide chisel tip	SET	8.75
75	White board, Wide bullet tip	SET	7.00
76	White board cleaner	BT	2.25
77	White board eraser	EA	3.00

NOTEBOOKS

78	Composition notebooks	EA	2.75
79	Spiral notebooks	EA	1.70
80	Steno notebooks	EA	1.25

PADS

81	Message pads 4"x5 ¼"	EA	.20
82	Lined, 8 ½" x 11", White	EA	.70
83	Lines 8 ½" x 11", Yellow	EA	.70
84	Easel, 27" x 34"	EA	18.00
85	Post it pads, 1 ½"x 2"	EA	.50
86	Post it pads, 3"x3"	EA	1.10
87	Post it pads, 3"x5"	EA	1.10

PAPER

88	Loose leaf filler paper	PK	2.50
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PENS and PENCILS

89	Med. Black	BX	2.25
90	Med. Blue	BX	2.25
91	Rubber grip – Black	EA	1.00
92	Rubber grip – Blue	EA	1.00
93	Pencils	PK	1.25

PAPER PUNCH

94	Paper Punch 3- Hole	EA	5.00
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Plastic sheet protectors and Reinforcements

95	Top loading, w/3 hole punch	BX	15.00
96	Reinforcement labels	BX	1.00

SHOP RAGS

97	50# White Cotton	BX	65.00
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SPEEDI-DRI

98	40# Bag	BG	14.00
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STAPLE SUPPLIES

99	Stapler	EA	5.00
100	Stapler remover	EA	0.70
101	Staples	PK	1.50

STORAGE BOXES

102	Collapsible file boxes	EA	3.85
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TAPE & SCISSORS

103	Transparent for desk dispenser	EA	2.00
104	Invisible for desk dispenser	EA	2.00
105	Desk Dispenser	EA	2.75
106	Packing Tape	RL	4.50
107	Office Scissor	EA	3.25

TISSUES

108	Tissues	BX	1.00
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