Office Supply Checklist

Cleaning Supplies

_____ Dish Soap

_____ Paper Towels

_____ Toilet Paper

Equipment

_____ Calculators

_____ Calculator Ribbon

_____ Coffee

_____ Keyboards

_____ Mice

_____ Packing Tape

_____ Phone Headsets

_____ Printer Cartridges

_____ Tape Dispensers

_____ Tools

_____ White Board

_____ Writable CDs

Writing Utensils

_____ Dry Erase Markers

_____ Pencils

Office Supplies

_____ Glue

_____ Paper Clips

_____ Rubber Bands

_____ Scissors

_____ Stamps

_____ Staples

_____ Staplers

_____ Tape

Paper Supplies

_____ Calculator Tape

_____ Calendars

_____ Copy Paper

_____ Envelopes

_____ Legal Pads

_____ Labels

_____ Manila Folders

_____ Post-it Notes

_____ Small Paper Pad

_____ Stationary

Office Arrow

_____ Pens

_____ Sharpies

Office Arrow