

Office Supplies

The following general office supplies are supported by department funds for faculty and staff use. For items not listed here but are needed for specific or extraordinary reasons, please note the purpose on the line item "internal notes" section, i.e. padlocks: padlocks used for Medical Student lockers. If you are unsure of the reasonableness or if allowed, please contact the AFO.

Just a reminder, not all office supplies are unallowable on state, federal and private funds. Please check with the PI Portfolio managers if the items are allowed.

Orders with items for Office set-up are allowed; please be sure to note it as such in the internal notes, i.e. power strip/cord: office set-up for Dr. Jones.

- Paper
- Pens, pencils, Sharpies, markers, highlighters, erasers, correction tape
- Binders
- Notebooks/note pads
- Folders (hanging and file)
- Dividers
- Paper clips, staples, tape, binder clips
- Sheet protectors
- Glue sticks
- Labels
- Scissors, calculators, stapler, stapler remover, ruler
- Kleenex, wipes, hand sanitizer
- Post-it notes
- Batteries (AA, AAA, etc.)
- Coffee/tea
- Creamer
- Cups/utensils/plates
- Napkins
- Calendars

As always, please be mindful of the reasonableness and frequency of the items purchased.