

# USC Lancaster Office Supply List

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## Administrative Supplies:

- Batteries
- Binder clip (small, medium, large)
- Bulletin board
- Calendars and calendar refills
- Chalk
- Class record book
- Clip board
- Compact disc (blank)
- Copy paper (1 ream = 500 sheets)
- Envelope moistener
- Envelops (plain, manila or padded)
- Eraser (dry or chalk)
- Examination Booklet
- Glue stick, crazy glue, rubber cement
- Hi-liter (yellow, blue, green, orange)
- Ideal clamp (small, medium, large)
- Index cards (ruled or unruled)
- Jr. legal pad
- Lead refills (7 mm)
- Legal pad (letter size or legal size)
- Liquid paper (white, yellow, pink)
- Markers (dry erase or white board)
- Mouse pad
- Paper clip (small, medium, large)
- Pencil sharpener
- Pencil/No. 2 (box of 12)
- Pens/ball point (medium or fine line) (Pentel, Bic, Unibal, Pilot, Felt tips) red, black or blue.
- Permanent marker (red, blue, black, green, brown)
- Phone message pad (50 sheets)
- Post-it sticky (50 sheets)
- Push pins
- Rubber band/thin, medium, wide (specify count)
- Rulers (plastic or wood)
- Scan Trons (882es, 884es, 886,886es, 889,889e, 9700, and 9702)
- Scissors
- Scratch pad (50 sheets)

- Sharpie (red or black)
- Sheet protectors
- Stamp pad/stamp pad inker (red or black)
- Staple machine
- Staple remover
- Staples (premium or heavy duty)
- Steno pad (Gregg ruled)
- Surge protector
- Tape/ (strapping tape, tape dispensers, dispenser refills, double sided tape, packaging tape)
- Three ring binder (1 inch, 2 inch, 3 inch)

## Computer and Printer Supplies:

- Diskettes (3.5)
- Dust free spray
- Printer cartridge
- Screen Kleen wipes
- Toner

## Filing supplies:

- Address labels
- Expandable folders
- File Folders (legal size or letter size)
- Filing labels
- Hanging file folders
- Insertable dividers (numerical or alphabetical)
- Insertable Pressboard dividers
- Tab inserts for hanging file folders

**For items not listed, please see or call Caleb Morrison (Director of Procurement) at 803-313-7005.**