

Common Unallowable Office Supply Items

Writing Implements:

- Pens
- White out
- Correction tape
- Pencils
- Sharpener
- Mechanical pencils
- Eraser
- Markers
- Highlighter pens
- Permanent Markers
- Pencil holder cup

Paper products:

- Paper pads
- Legal pads
- Sticky notes
- Postit flags
- Note pads
- Scratch pads
- Business paper
- Lab books
- Message pads
- Day Planner
- Calendar
- Calendar refills
- Envelopes 3 sizes
- Clasp envelopes
- Bubble lined envelopes
- Transparencies for copier/printers
- Colored paper
- Fax paper
- Composition Books
- Engineering Pads

Filing products:

- 3 ring binders
- Binder index tab dividers
- Sheet protectors
- File folders
- Hanging file folders
- Folder labels
- Labels
- Clip boards

- Pocket folders
- Report covers
- Business card file
- Wall pockets
- Drawer tray
- In/out Baskets
- Bookends

Binding products:

- 3 hole punch
- Paper clips small & large
- Binder clips
- Stapler
- Staples
- Staple remover
- Tape dispenser
- Tape
- Glue stick
- Rubber bands
- Scissors

Misc:

- Cork bulletin board
- Push pins
- White board
- White board markers
- White board eraser
- White Board sheets
- Calculator
- Calculator paper rolls
- Computer discs
- Printer cartridges Blk/Color
- Cleaner wipes
- Tissues
- Batteries
- Dust Pan/Duster
- Coat hook
- Blank Name plate
- Air Dust Cans
- Computer Mouse/Mouse Pad
- USB Memory Stick
- Rulers
- Flipcharts
- Larger Markers