

## General Office

1. Office Supplies
  - a. Reams of 11"x 8.5" white printer paper
  - b. #10 size envelopes
  - c. Cardstock in many colors
  - d. Stamps
  - e. Batteries
  - f. Staples
  - g. Pens
  - h. Highlighters
  - i. Permanent Markers
2. Coffee Hour
  - a. Small bottles of water
  - b. Ground Coffee
  - c. Napkins
  - d. Paper Towels
  - e. Quart Plastic Bags
3. Bathroom Items
  - a. Hand Soap
  - b. Air Freshener Spray