

**ACQUISITION MANAGEMENT
HARPERS FERRY CENTER
ADMINISTRATIVE GUIDELINE NUMBER 7
SMARTPAY PROGRAM
MAY 2004**

I. BACKGROUND

The Harpers Ferry Center (HFC) SmartPay Program is established in accordance with the GSA SmartPay Contract dated November 30, 1998, the National Park Service (NPS) SmartPay Program Guidelines dated August 19, 1999, and the U.S. Department of the Interior (DOI) Integrated Charge Card Program Guide dated May 2000, updated March 12, 2002 and revised April 12, 2004.

These guidelines can be accessed at:

- ◆ <http://smartpay.den.nps.gov/start/guidelines/home.html>
- ◆ <http://wcp.den.nps.gov/policy-program/chargecard/chargecardprogramguide.doc>
- ◆ <http://www.hfc.nps.gov/hfc-insite/acquisition.htm>

The Agency/Organization Program Coordinators (A/OPC) and the Approving/Reviewing Officials responsible for the HFC SmartPay Program are listed in Attachment A.

II. PURPOSE

The purpose of this Administrative Guideline is to supplement the DOI and NPS guidelines. The DOI Integrated Charge Card Program Guide and the NPS SmartPay Program Guidelines contain the official policies and procedures for the use of the Government Purchase and Travel Card. This Administrative Guideline contains the policies and procedures that pertain specifically to HFC.

III. IMPLEMENTATION AND TRAINING

Once a need is established, it is up to each Approving/Reviewing Official to request that an individual be granted a purchase and/or travel card. The cardholder's single purchase limit is \$2,500 with a monthly limit of \$50,000. The travel limit is \$15,500 per month. To receive a purchase and/or travel card, you must take the DOI Integrated Charge Card Program training at <http://training.nbc.gov/chargecard>. After you have taken the required purchase and/or travel card training, you should fill out and sign the application form dated October 1, 2003, located at <http://www.gcsuthd.bankofamerica.com/forms/gsaforms/doc/s0310700.doc>. Your Approving/Reviewing Official (normally your supervisor) must approve and sign the application and send it to the appropriate HFC A/OPC. The A/OPC will then request the card from the Bank of America.

A Delegation of Authority for use of the purchase card will be sent to all cardholders upon completion of the training and approval of the application by the Bank of America. It is important that this Delegation of Authority be retained in your charge card file for audit purposes. Unless modified, the delegation carries over from year to year and should always be maintained with your current charge card file.

IV. CARDHOLDER RESPONSIBILITIES

In addition to complying with all guidelines, the cardholder is responsible for:

- ◆ keeping and maintaining an up-to-date log in the AFS 3 program (See Attachment B for instructions)
- ◆ reconciling the monthly statement within five working days of receipt
- ◆ ensuring that records are properly maintained and retained
- ◆ ensuring that the proper process for disputed transactions is followed
- ◆ obtaining the signature of the Approving/Reviewing Official within five working days after receipt
- ◆ submitting a copy of the monthly statement to Jennifer Nieves, Office of Programs and Budget within 15 working days after receipt
- ◆ ensuring the security of the charge card.

In addition, the cardholder must document the statement with the following information:

- ◆ the account number
- ◆ budget object class code (if different than the 261A default code).
- ◆ a description of the item(s) purchased
- ◆ the travel authorization number (if any). An approved travel authorization is required to charge any travel expenses to the card.

All purchase and travel cards are charged to the cost account established for the charge card and default to the budget object class code 261A.

V. APPROVING/REVIEWING OFFICIAL RESPONSIBILITIES

The Approving/Reviewing Official is responsible for:

- ◆ authorizing and approving cardholders application requests
- ◆ ensuring that cardholders are trained in proper use of the charge card
- ◆ ensuring that all cardholders comply with mandatory card use requirements
- ◆ ensuring that cardholders safeguard their cards, account numbers, statements and receipts
- ◆ reviewing and certifying cardholders statement and associated back-up documentation each month
- ◆ ensuring that records are properly maintained and retained
- ◆ ensuring that cardholders comply with statement reconciliation timeframes and procedures
- ◆ ensuring that cardholders charge transactions against appropriate funds
- ◆ ensuring that cardholders execute and follow the proper process for disputed transactions
- ◆ understanding and implementing appropriate procedures when delinquency or misuse is found
- ◆ notifying the appropriate A/OPC when an employee transfer or leaves the office.

VI. TRAVEL

When NPS employees travel on official business, their trip will be categorized as either Temporary Duty Travel (TDY) or Permanent Change of Station Travel (PCS). Authorized and prohibited types of charges follow:

A. Temporary Duty Travel (TDY)

Authorized Charges with Travel Authorization	Prohibited Charges
Gasoline for rental car	Gasoline for POV and GOV
Lodging	No reservations for another person other than the cardholder
Meals	
Air, Bus, Train, etc...	
Travel Advances	
Taxis, Shuttle Bus, etc...	
Rental Cars	

B. Permanent Change of Station Travel (PCS)

Authorized Charges with Travel Authorization	Prohibited Charges
House hunting trip expenses	Temporary Subsistence Costs
Expenses incurred enroute to the new duty station	

VII. SHIPPING AND RECEIVING PROCEDURES

Shipping costs in excess of \$250 are not permitted on the purchase card. If shipping costs exceed \$250, a Transportation Service Order (TSO) is required and should be coordinated with Bob Flanagan, Office of Facilities, Service and Property (FSP).

Most purchase card orders are to be shipped directly to the person who orders the item(s). However, for inbound shipments that exceed small package carrier limits, the Charles Town Warehouse (National Park Service, 401 West Washington Street, Charles Town, West Virginia 25414) can still be used. The cardholder should notify either Sharon Spriggs or Tom Curry by email of the incoming shipment. The cardholder must make sure that the packing slip contains the following information: name of the cardholder, address, telephone number, and the term "Payment by Purchase Card." This information will allow the FSP Receiving Officer to properly deliver the item(s) and/or contact the cardholder if a problem arises with an item(s).

VIII. SOURCES FOR SUPPLIES

The purchase of supplies with your purchase card is not permitted if the product is available through the HFC Warehouse Central Supply Store (See Attachment D for a list of supplies stocked by the Warehouse).

If the Warehouse does not stock the supply items you need, then the mandatory purchase requirements must be followed. They are listed below in priority order:

- ◆ Products available from the Committee for Purchase From People Who Are Blind or Severely Disabled (JWOD) <http://www.jwod.gov>
- ◆ Wholesale supply sources, such as stock programs of the GSA and the Defense Logistics Agency
 - ❖ <http://www.gsaadvantage.gov>
 - ❖ <http://email.prod.dodonline.net/scripts/emlogon.asp>
- ◆ Federal Supply Schedules <http://fss.gsa.gov/schedules>
- ◆ Commercial sources

Use of these sources is required unless your charge card file documents a reason that an exception exists. A less expensive price is **NOT** an exception to using these sources. In the case of JWOD purchases, this program is designed to employ individuals who are blind or severely handicapped.

IX. NON-EXPENDABLE PERSONAL PROPERTY

Non-expendable personal property is property that retains its identity throughout its useful life, which is normally anticipated to be one year or longer and is reusable for the same function. All cardholders are authorized to purchase non-expendable personal property up to \$2,500 by the use of the purchase card with the exception of sensitive property items and AV Depot equipment. Sensitive property items are listed in Attachment C of this Administrative Guideline. A listing of AV Depot equipment can be obtained through Warren Duke. The AV Depot purchases or requests purchase of all Depot equipment. The Office of Acquisition Management purchases all sensitive property.

The mandatory purchase requirements must be followed. They are listed below in priority order:

- ◆ Wholesale supply sources, such as stock programs of the GSA and the Defense Logistics Agency
 - ❖ <http://www.gsaadvantage.gov>
 - ❖ <http://email.prod.dodonline.net/scripts/emlogon.asp>
- ◆ Federal Supply Schedules <http://fss.gsa.gov/schedules>
- ◆ Commercial sources

X. PURCHASE OF BOOKS AND VIDEOS

All cardholders are authorized to purchase books and videos; however, the HFC library must be checked first. It is the responsibility of the cardholder to ensure that the book or video is accessioned and catalogued into the HFC library within 30 calendar days of purchase and the accession number must be documented on the charge card statement. The exception to this policy is computer books and manuals or other training material and technical construction reference materials (i.e., building codes and life/safety codes).

XI. PURCHASE OF COMPUTER SOFTWARE, SHAREWARE AND CD ROMS

Software, shareware or CD ROMS with an acquisition cost of less than \$2,500 may be purchased at the office level with the purchase card; however, before the purchase is made, approval from the Associate Manager, Office of Information Technology must be obtained via e-mail. The information required for approval is: name of software, shareware or CD-ROM, price, manufacturer, vendor, user, machine it will be installed in and justification for purchase. The Office of Information Technology approval, along with receipts and/or invoices and packing slips, will be required for audit purposes and must be kept as part of your charge card file documentation.

Each office is responsible for establishing procedures for ensuring compliance with all terms of the licensing and registration of the purchased software, shareware or CD ROMS. Proof of license for the purchased software must be kept on file within the office and copies must be provided to the Office of Information Technology on receipt of the purchase. License documentation must include receipt and/or invoice, license agreement (terms of license), license certificate and license serial number.

XII. PURCHASES AT AUCTION

Certain Planning and Research Staff Curators are authorized by separate delegation to make purchases at auctions or sales for items required by approved furnishing or exhibit plans. Items purchased from these plans must be picked up at the time the purchase is made. It is the responsibility of the cardholder to ensure that the item(s) purchased is accessioned into the Registrar's Office immediately after the buying trip and the accession number(s) must be documented on the charge card statement.

XIII. REGISTRATION FEES FOR CONFERENCES AND TRAINING CLASSES

Gloria Baker, the HFC Training Officer, and her Alternate, DeAnna Black, are the **only** authorized cardholders who may register and pay for conferences or training classes.

XIV. PROHIBITED USES OF THE CARD

The following items are added to the list of prohibited purchases found in the DOI Integrated Charge Card Guide, Page 38, Paragraph 3.6 Prohibited Uses:

- A. Supplies that are purchased in quantities and stocked by the Warehouse, except in emergency and field situations. (See Attachment D). If supplies are purchased in an emergency or field situation, documentation must be contained in the charge card file.
- B. AV Depot equipment.
- C. Subscriptions and memberships (except David Nathanson, Diann McCoy and Nancy Flanagan).
- D. Registration fees for conferences and training classes (except Gloria Baker and DeAnna Black).

If an emergency or field situation occurs, contact the Office of Acquisition Management for the purchase of sensitive property. **DO NOT BUY IT WITH YOUR CHARGE CARD!**

Attachments

ATTACHMENT A
HARPERS FERRY CENTER
AGENCY/ORGANIZATION PROGRAM COORDINATORS

<u>TITLE</u>	<u>NAME</u>	<u>TELEPHONE NUMBER</u>
HFC Agency/Organization Program Coordinator Purchase (Primary)	Pamela Blaylock-Shepherd	(304) 535-6238
HFC Agency/Organization Program Coordinator Purchase (Alternate)	Beverly Rinaldi-Alt	(304) 535-6237
HFC Agency/Organization Program Coordinator Travel (Primary)	Jennifer Nieves	(304) 535-6281
HFC Agency/Organization Program Coordinator Travel (Alternate)	Selma Fleming	(304) 535-6754
HFC Program Oversight Purchase	JoAnne Grove	(304) 535-6482
HFC Program Oversight Travel	Jan Gauthier	(304) 535-6758
HFC Training Coordinator	Gloria Baker	(304) 535-6234
HFC Training Coordinator (Alternate)	DeAnna Black	(304) 535-6734
Disputes Officer	Pamela Blaylock-Shepherd	(304) 535-6238
Alternate Disputes Officer	Beverly Rinaldi-Alt	(304) 535-6237

**HARPERS FERRY CENTER
APPROVING/REVIEWING OFFICIALS**

<u>TITLE</u>	<u>NAME</u>	<u>TELEPHONE NUMBER</u>
Deputy Associate Manager Facilities, Services and Property	Michael Alvarez	(304) 535-6276
Deputy Associate Manager Planning and Research	John Brucksch	(304) 535-6119
Associate Manager Media Assets	Martin Burke	(304) 535-6228
Associate Manager Media Production	Melissa Cronyn	(304) 535-6425
Manager Harpers Ferry Center	Gary Cummins	(304) 535-6211
Associate Manager Business Management	Jan Gauthier	(304) 535-6280
Associate Manager Media Development	Robert Grogg	(304) 535-6415
Deputy Associate Manager Acquisition Management	JoAnne Grove	(304) 535-6482
Acting Deputy Associate Manager Human Resources	Debra Knight	(304) 535-6487
Associate Manager Workflow Management	Donald Kodak	(304) 535-6104

<u>TITLE</u>	<u>NAME</u>	<u>TELEPHONE NUMBER</u>
Associate Manager Strategic Initiatives	Phillip Musselwhite	(304) 535-6049
Associate Manager Information Technology	Steve Pittleman	(304) 535-2915
Deputy Associate Manager Audiovisual Arts	Mark Southern	(304) 535-5045
Associate Manager Interpretative Planning	Sam Vaughn	(303) 987-6984
Deputy Associate Manager Design and Cartography	Janice Wheeler	(304) 535-5061

ATTACHMENT B

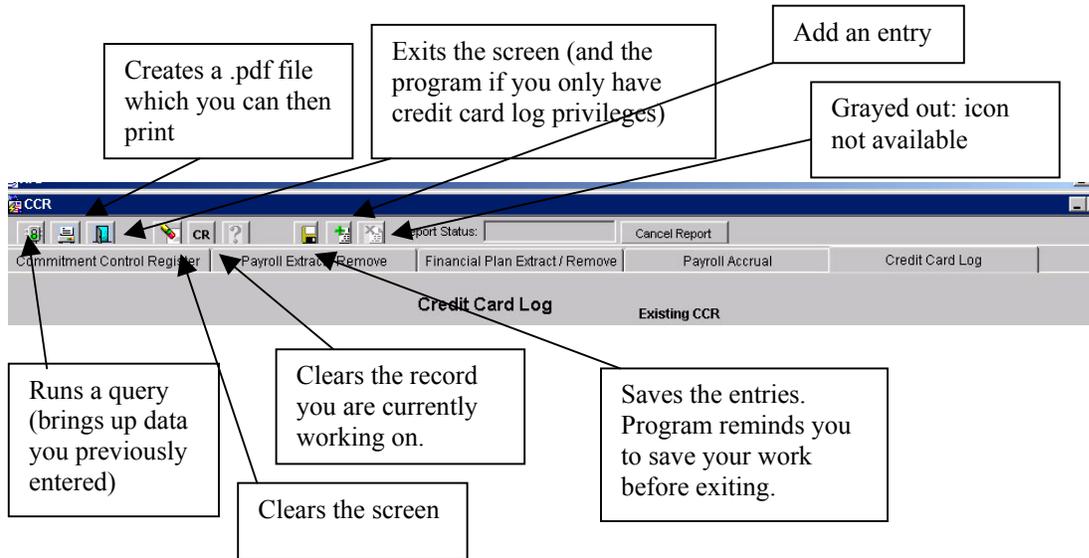
AFS 3 PURCHASE CARD LOG INSTRUCTIONS

Effective May 20, 2004, Purchase Card Logs must be maintained utilizing the Credit Card Log in AFS 3. The Log will track each cardholder's expenditures within compliance of DOI procedures for the management of the SmartPay Government Charge Card. The instructions issued ensure the Commitment Control Register (CCR) module is updated *daily* by each cardholder. When used daily by all cardholders, Monthly Status of Funds Reports provide the most up to date commitment information available to HFC management.

1. **Log onto AFS 3** at <http://afs.nps.gov/>
2. **Click on the Credit Card Log link at the bottom.**
3. **Enter your UserName and Password, and click Connect.** You don't need to enter anything into the Database field.
4. **Select the HFC Budget Plan**
5. **Type in your initials (e.g. RGL) in the Cardholder box** in the "Restrict By" area on the right side of the screen to limit the log to only your specific entries.
6. **Run a Query.** Click on the **GREEN** intersection light in the upper left hand corner of the toolbar.
7. **Type in the ---Account--- Number.** The Account number is the account that you will be ultimately charging the purchase toward.
 - ORG:** Enter the 4-digit org code to be charged
 - JOB:** The 4-digit job number (project number)
 - PROG:** The 3 digit Program Work Element (PWE)
8. **Type in the ----Document ----- Number.** Every Document Number is a unique number to allow easy tracking. The first two characters "CC" identify the purchase with the Credit Card. The next 4 characters will be the 4-digit org code assigned to the cardholder. The next character "E" is the alpha code for the FY. The next 4 characters will be the last four numbers on cardholder's charge card. The next 3 characters will be the document entry sequence you have assigned (e.g. 001, 002, 003, etc.). This is your log number to track the sequence of each transaction.
 - TYPE:** The first two digits will be CC for Credit Card
 - ORG:** Enter the org code assigned to the cardholder.
 - YR:** E (the alpha code for 2004)
 - NUM:** The last four numbers on the cardholder's charge card.
 - SEQ:** Number sequence starting with 001 (e.g. 001,002,003, etc.).
9. **Include.** This is the 3rd box but the *first* step of the 3 check boxes. Click to checkmark "yes" **BEFORE** the purchase is made to include the charge in AFS 3 as a Commitment. 
10. **Clear Statement.** Click to checkmark "yes" **AFTER** the purchase has cleared your statement. 
11. **Hit FFS.** Click to checkmark "yes" **AFTER** the purchase has hit FFS on the document summary report. Note: All 3 boxes should NOT be checked "yes" at any given time. Admin staff will do step 11. Go back to step 9 and uncheck the **Include** checkbox. 
12. **Supr Apprvl.** Type the three initials of your supervisor. Available in case supervisory approval is needed.
13. **Date.** Type the date in using the format (MM-DD-YYYY).
14. **Amount.** Type the amount of the purchase in using dollars and cents.
15. **Object Class.** Enter the specific Budget Object Class for the purchase.
16. **Description.** Use the format: Description/Vendor/Last name e.g. (Chair/GSA/Larsen). This is what the admin staff will see on document summary reports
17. **Account Default.** Enter the default account number from your charge card statement.
18. **Card Holder.** Enter your initials, the same initials you entered above.
19. **Vendor.** Enter the Vendor name.
20. **Save.** Click on the disk icon on the toolbar.
21. **Exit.** You may click on the **BLUE** door to exit.

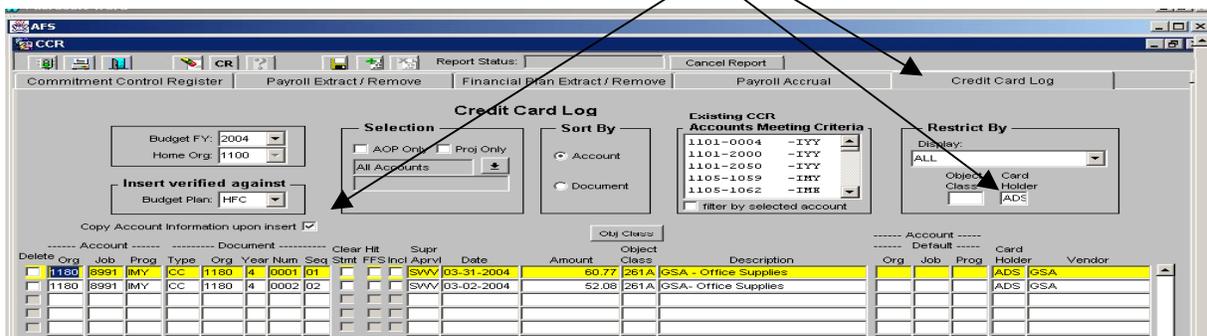
PURCHASE CARD LOG INSTRUCTIONS

Using the icons on the credit card log screen:



The **CREDIT CARD LOG** is an area we need to learn to use effectively. The selection block must be reviewed carefully to make sure we are sorting for what we need. Each user has a unique Cardholder name, and if we sort by our personal cardholder name, we will only see the entries we posted.

If this is checked, the next entry you make will automatically be filled in with the same account number. Either uncheck the box or just overwrite the entry if you are charging the expenditure to a different account.



Most of the columns REQUIRE an entry. To make sure the obligation goes to the correct account. They should be filled out as follows:

DEL: **DO NOT check this box. Entries will not print on the hard copy report if it is checked.**
ORG: Enter the 4-digit org code to be charged
JOB: the 4-digit job number (project number)
PROG: the 3 digit Program Work Element (PWE)

Type: Here it should always be CC. This refers to the type of transaction.

ORG: Enter the cardholder's org code.
YR: E (the alpha code for 2004)
NUM: Enter the last four numbers of the cardholder's charge card.
SEQ: (e.g. 001,002,003, etc.).

The next 3 boxes are for tracking where the expense is and what you want to do with it:

Most purchase cardholders will not have to change the check marks in the first two columns here. It will be the job of whoever reconciles the account to leave as include or remove the check mark to NOT include the transaction in the Commitment Control Register.

Clear statement Check this once the purchase shows on the charge card statement
Hit FFS Admin staff will check this when it appears on your document summary; i.e. moved out of the 020 account and charged to the proper ONPS account
Inc: Check this to include it in the CCR; once it is moved from the 020 account, take this check off or the commitment will be in there twice. (Cardholder will check and admin staff will uncheck)

Supr Aprvl: Available in case supervisory approval is needed before a purchase

Date fill in
Amount fill in
Object Class fill in – BE ACCURATE
Description: Follow the following format:
 1) Brief item description
 2) Brief Vendor name
 3) Last name of Cardholder

example: Toolbox/Grainger/Larsen

Account default: Enter the default account number from your charge card statement.

Cardholder: Each cardholder will have a unique entry – default will be to use the first initial of the first, middle and last name of the card holder. If there is a conflict, Programs and Budget will resolve it.

Vendor: vendor name or other identifier

Once there are entries for a cardholder, always begin the next session by running a query restricted by cardholder (i.e. your initials).

ATTACHMENT C**COMMONLY USED BUDGET OBJECT CLASS CODES AND SENSITIVE PROPERTY**

Below are budget object class codes that must be included on your charge card statement along with the travel authorization number and project account number. This list does not include all codes, just those that you are most likely to need. A more complete listing of these codes can be found at <http://wcp.den.nps.gov/assets/boc04.pdf>.

Default Code (Office Supplies and Materials)	261A
1. Non-Foreign ATM Travel Advance Expense	211A
2. Non-Foreign Commercial Transportation	211C
3. Non-Foreign Other Incidental Expenses (Fuel for Rental Vehicles)	211I
4. Non-Foreign Local Travel	211L
5. Non-Foreign Passenger Vehicle Rental	211R
6. Non-Foreign Taxi Fare	211T
7. Space Rental Payments (Conference Room Rental)	232A
8. Postage	233G
9. Express Mail	233J
10. Equipment Rental	233L
11. Print and Reproduction – Commercial	242A
12. Training/Conference Registration Fees	252T
13. Medical and Health Care Services	256M
14. Repair and Maintenance – Vehicle	257D
15. Repair and Maintenance – Equipment	257I
16. Subsistence and Lodging	258A
17. Office Supplies and Materials	261A
18. Motor Vehicles Supplies and Materials	261M
19. Books	262A
20. Library Materials Not Books	262J
21. Information Technology Supplies and Materials	263O
22. Building Supplies	264A
23. Employee Supplies - Safety	265S
24. Non-Capitalized – Non-Controlled Equipment	312B
25. Non-Capitalized – Information Technology Software	312D
26. Artifacts and Artwork (Graphics also)	312X
27. Refunds	441A

SENSITIVE PROPERTY

1. Computers	5. Camcorders	9. Motorcycles
2. Printers	6. Cars	10. Motor Scooters
3. Monitors	7. Trucks	11. Boats
4. Cameras	8. Vans	

ATTACHMENT D

HFC WAREHOUSE - CENTRAL SUPPLY STORE

MAY 2004

**DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE
HARPERS FERRY CENTER
OFFICE OF FACILITIES, SERVICES AND PROPERTY
HARPERS FERRY, WEST VIRGINIA 25425**

Supply orders are filled when received. If more information is necessary, please telephone Sharon Spriggs at (304) 728-6829.

PRODUCT NAME**PRODUCT DESCRIPTION**

Air filters	
Ash receptacle	
Batteries	AA
Batteries	AAA
Batteries	9V
Batteries	C-cell
Batteries	D-cell
Binder clips	small,12/black
Binder clips	medium,12/black
Binder clips	large
Binders	view, 2" white
Binders	view, 3" white
Binders	view, 5" white
Binders	3-ring – 1"
Binders	3-ring – 2"
Binders	3-ring – 3"
Binders	1"
Binders	2"
Binders	index 5 tab white
Boise	brighter 88 11" x 17"
Boise	xerox paper 8-1/2" x 14" recycle
Boise	toner cartridge
Boise	cascade 95 bright 11" x 17"
Boise/Aspen	8-1/2" x 14" paper
Boise/Aspen	8-1/2" x 11" 20#
Boise color	light blue

PRODUCT NAME**PRODUCT DESCRIPTION**

Boise color paper	dark blue
Boise color paper	green
Boise color paper	pink
Boise color paper	color blue
Boise color paper	yellow
Calculator	desktop 12KGT
Calendar	wall
Calendar	desk
Calendar	activity
Canon	cleaner-S400
Canon	toner cartridge – yellow
Canon	toner cartridge – red
Canon	toner cartridge – blue
Canon	toner cartridge – black
Cards	index
Cards	rolodex card protectors – small
Cards	rolodex card protectors – large
Cards	index – 3” x 5” guide month
Cards	index – 5” x 8” plain
Cards	rolodex – 4 per box
CD 48 x 50	CD's – 50 per pack
CD cases	slim jewel
CD envelopes	paper
Chair Mat	chair mats Left cut
Clipboard	large

PRODUCT NAME**PRODUCT DESCRIPTION**

Clips	panel
Clock	8" Black, battery
Clock	electric
Copy paper	C6020B 36 x150 HP
Correct it film	
Correction fluid	
Cups	fountain-sleeves
Cups	coffee 8-ounce recycle sleeves
Desk pad	brown
Envelopes	white letter size
Envelopes	franked white
Envelopes	franked brown 9-1/2" x 12"
Envelopes	franked brown 6 – 16" x 10-1/2"
Envelopes	brown 12" x 16"
Envelopes	brown 9-1/2" x 12"
Envelopes	special attention large
Envelopes	special attention small
Envelopes	messenger
Erasers	
Erasers	faber
Excess Property	forms
Fan	
File	metal – 8 slot
File backers	kraft paper

File folder

fastener metal

PRODUCT NAME**PRODUCT DESCRIPTION**

File folder – manila

no pocket

File folder – medium

brown

File folder – hanging

green

File folders

hanging blue

File folders

hanging red

File folders

letter – pocket

File folders

pocket, end tab blue expandable

File folders

double pocket – 25 per box

File folders

hanging teal

File folders

assorted colors

File folders

legal – pocket

File folders

hanging – navy

Flags

action

Flags

signature

Glue sticks

1.27oz

Heaters

electric Titaa

Highlighters

yellow

Highlighters

set, 4-color

Highlighters

purple

Highlighters

fluorescent yellow

Highlighters

red

Highlighters

blue

Highlighters

green

HP

8100 jet toner cartridge

HP

4100 cartridge RM

HP

1200SE cartridge

HP

11/111 cartridge (SX)

PRODUCT NAME**PRODUCT DESCRIPTION**

Index binders

5-tab

Index dividers

5-point 2" Tab sheets A-Z

Index dividers

sheets 1 – 25

Jiffy bags

size – 0 – by box

Jiffy bags

size – 1 by box

Jiffy bags

size – 2 by box

Jiffy bags

size – 3 by box

Jiffy bags

size – 4 by box

Jiffy bags

size – 5 by box

Jiffy bags

size – 6 by box

Jiffy bags

size – 7 by box

Labels-franked

Lamps

long arm

Lamps

desk

Letterhead

franked white

Letter opener

9" steel

Markers

Mark-a-lo

Message pads

message, 200dupe, 4/pg

Mouse pad

small gray

Napkins

bundles

Note Pad

ruled 4 x 6 color

Paper clips

Paper punch

3-hole

Paper punch

2-hole, 20 sheets, black

Pencil	medium #2 yellow
Pencil sharpeners	electric

PRODUCT NAME**PRODUCT DESCRIPTION**

Pencils	eraser, cp,12-pk
Pens	mechanical
Pens	roller, onyx blue (medium)
Pens	roller, onyx blue - .2
Pens	roller, onyx blue - .3
Pens	.5 free ink, roller blue
Pens	ball, stick red
Pens	roller micro, onyx red - .2
Pens	roller, onyx red - .3
Pens	felt tip black
Pens	rubberized, medium, retractable, black
Pens	rubberized, medium ,BE, retractable black
Pens	roller, onyx black (medium)
Pens	roller micro, onyx black - .2
Pens	.5 free ink, roller black
Pens	rollerball, 0.7 black
Pens	rollerball, 0.5, BE
Pens	green medium point
Pens	lead refills
Phone message pads	small yellow SF-63
Port folios	brown
Post it notes	holder
Post- it-notes	1.5" x 2"

Post it notes	3" x 3"
Post it notes	3" x 5"

PRODUCT NAME**PRODUCT DESCRIPTION**

Post-it- correction	correction and cover up 1"
Post-it- correction	correction and cover up 1/6"
Protector sheets	clear plastic
Push pens	
Receipt of Property	
Rings	loose leaf 2"
Rings	loose leaf 1"
Rolodex	card holder
Rubber bands	80% #33,1#/bg
Rubber bands	80% #64, 1#/bg
Rulers	12" wood
Scissors	7"
Sharpie	markers black fine
Sharpie	markers red fine
Sharpie	markers blue fine
Staple remover	economy, black
Staples	standard
Steno pads	12 – per pack
Tab dividers	plastic
Tape	scotch large
Tape	75 x 1m,10 roll
Tape	filament 3/4 X 60" yd
Tape	brown packing
Tape	clear packing

PRODUCT NAME**PRODUCT DESCRIPTION**

Tape dispenser	1" core
Tape dispenser	2 tape holder
Thumb Tacks	thumb tacks
Trash cans	
Writing pad	ruled
XEROX	module xerographic
XEROX	4024 8-1/2" x 14"
XEROX	fuser mod 480 copy
XEROX	index tabs for file folders
XEROX	440,432,425,340,332
XEROX	staple cartridge
XEROX	developer 5080