

**Purpose:**

To update the process for purchasing in New Hampshire and to clarify purchasing roles and responsibilities.

**Expiration Date:** None

**ACTION REQUIRED BY: Process implemented as of January 5, 2017**

**Background and Explanation:**

Purchasing is currently managed at the State Office.

**Purchasing Process**

1. All purchase requests, other than basic office supplies, shall be documented by the requestor on an AD-700 form that contains the following information\*:
  - a. Date
  - b. Vendor name and address
  - c. Item number and/or description
  - d. Quantity
  - e. Price
  - f. Due date when the item or service is needed
  - g. Budget information provided by Budget Analyst (RK Dhamala fills in this part of the form)
  - h. Your supervisor's concurrence
  - i. State Conservationist's signature with date and/or Acting State Conservationist's signature with delegation documentation.

\*IT requests have additional requirements that are listed on the attached IT AD-700 Instruction Form.

2. Basic office supplies shall be documented on the attached Office Supply Request Spreadsheet (NH-OSRS-1) that lists most commonly ordered office supplies. Each office shall date the form and indicate the quantity of each item needed on the form. One form for each field office shall be signed by the District Conservationist (or Acting DC), e-mailed to Antoine Stuppard, and shall serve as that office's request to purchase office supplies. The State Office NH-OSRS-1 will be kept in the supply room and will be signed by the State Conservationist or his designee. If an item is a basic office supply but does not appear on the order form, the requestor shall add that item at the end listing the vendor, item number, quantity and price by obtaining that information from the GSA catalog or through a [GSA Advantage on-line search](#) and provide a screenshot of the exact item you wish to order. If you cannot find the item you need through GSA, indicate where it can be found and, again, provide a screenshot of the exact item you wish to order.

3. All requests: AD-700s and office supply request form (NH-OSRS-1) shall be sent to Antoine Stuppard and will be purchased monthly. Submission dates are as follows: **FIELD OFFICES** - submit on the 10th of each month; **STATE OFFICE** - submit on the 20th of each month (or the first business day thereafter).  
If there is missing information, the requestor will be promptly informed of the need for additional details.
4. Urgent requests: Supplies or other goods or services; i.e., an item that is needed for a special project and cannot wait to be ordered with the regular monthly order, will be honored with a valid explanation of the urgency.
5. Delivery: All items will be sent to the attention of the District Conservationist in each field office.
6. Receipts/packing slips: Once you receive your order or service, promptly email the receipt/packing slip for each item to [antoine.stuppard@nh.usda.gov](mailto:antoine.stuppard@nh.usda.gov) \*\*You must write "received" on the packing slip with the date and sign it with a full signature, no initials, please. Please also write the description of the item, if it is not evident. If there is no packing slip, make a copy of the label on the box, sign and date it and write received on it and email it to Antoine.

**\*\*THIS IS A CRITICAL REQUIREMENT THAT WAS IDENTIFIED AS A SEVERE MATERIAL WEAKNESS DURING AN AUDIT. PLEASE DO NOT FORGET TO DO THIS.\*\***

Questions regarding this process or anything related to purchasing should be directed to Antoine Stuppard.

Sincerely,

Richard P. Ellsmore  
State Conservationist – New Hampshire

THIS FORM IS ON THE "S" DRIVE UNDER FORMS\PURCHASING. FILL IN YELLOW & ORANGE HIGHLIGHTED AREAS THEN EMAIL TO THE APPROPRIATE CONTACT UNDER PROCUREMENT OFFICE SECTION. (See reverse for Matrix of IT Types)

<b>TECHNOLOGY</b>		TO: (Procurement Office)						1. REQUESTING OFFICE				
<b>PROCUREMENT REQUEST</b>		Type 1 – List your IT contact Type 2 & 3 – NRCS NH State Office						Your office info				
<i>INSTRUCTIONS: Agencies must provide entire in unshaded areas. See reverse.</i>												
2 RECEIVING OFFICE NO.	3 CONTRACT NUMBER (If Applicable)	4 ORDER DATE	5	6 UNIT CODE	7 FUND CODE	8 PURCHASE/DELIVERY ORDER NUMBER	9 SUB.	1A. PROCUREMENT REQUEST NO.				
								1B. DATE Order date				
CHECK ONE <input type="checkbox"/> Purchase Order <input type="checkbox"/> Delivery Order	10. TO: (Seller) Enter vendor name, address, and telephone #					11. SHIP TO: (Consignee and Destination) Your office name/address						
						<input type="checkbox"/> INSIDE DELIVERY REQUESTED						
12 LINE ITEM	13 ACT. CODE	14 DESCRIPTION				15 BUDGET OBJECT	16 ACC. LINE	17 QUANTITY	18 UNIT ISSUE	19 UNIT PRICE	20 AMOUNT	
		Enter full description with item/stock number. Provide screen shot of item if necessary.										
SEND TO YOUR IT CONTACT TO COMPLETE BELOW: NRCS IT & Related Technology Acquisition Type: 1 2 3  ITS Signoff Required for Types 1 & 2:  ITS: _____  Date: _____												
For additional information, please contact: Your name _____ Your phone # _____ TECHNICAL CONTACT TELEPHONE NO.												
21 FOB POINT						22 DISCOUNT TERMS			Sub-Total ▶ 25			
23 REQUIRED DELIVERY (Do not use ASAP)		23A NEGOTIATED DELIVERY		24 SHIP VIA		25 ESTIMATED FREIGHT		TOTAL ▶ 27				
29 ACCOUNTING CLASSIFICATION										30 DISTRIBUTION		31 AMOUNT
28 ACC. LINE	A	B	C	D	E							
-2	5	10	5 3	4	1 4 1 2			2				
RECOMMENDED SOURCE(S): (If necessary, use attachment)						I certify that the above items are necessary for use in the public service.						
Send to FRS/SO for budget codes & signature						TITLE State Conservationist						
						SIGNATURE OF AUTHORIZED REPRESENTATIVE Get signature of your STC						

FOR NON-IT PURCHASES. THIS FORM IS ON THE "S" DRIVE UNDER FORMS\PURCHASING. FILL IN YELLOW HIGHLIGHTED AREAS THEN EMAIL TO ANTOINE.STUPPARD@NH.USDA.GOV

<b>PROCUREMENT REQUEST</b> <i>INSTRUCTIONS: Agencies must provide entries in unshaded areas. See reverse.</i>		TO: (Procurement Office) NRCS NH State Office - Dover					1. REQUESTING OFFICE Your office info				
2 RECEIVING OFFICE NO.	3 CONTRACT NUMBER (If Applicable)	4 ORDER DATE	5	6 UNIT CODE	7 FUND CODE	8 PURCHASE/DELIVERY ORDER NUMBER	9 SUB.	1A. PROCUREMENT REQUEST NO.			
							1B. DATE Today's date				
CHECK ONE <input type="checkbox"/> Purchase Order <input type="checkbox"/> Delivery Order		10. TO: (Seller) Enter vendor name, address, and telephone #				11. SHIP TO: (Consignee and Destination) Your office name/address <input type="checkbox"/> INSIDE DELIVERY REQUESTED					
12 LINE ITEM	13 ACT. CODE	14 DESCRIPTION				15 BUDGET OBJECT	16 ACC. LINE	17 QUANTITY	18 UNIT ISSUE	19 UNIT PRICE	20 AMOUNT
		Enter full description with item/stock number. Provide screen shot of item if necessary.									
		For additional information, please contact: Your name		TECHNICAL CONTACT Your phone #		TELEPHONE NO.					
21 FOB POINT		22 DISCOUNT TERMS				Sub-Total		25			
23 REQUIRED DELIVERY (Do not use ASAP)		23A NEGOTIATED DELIVERY		24 SHIP VIA		26 ESTIMATED FREIGHT		TOTAL			27
28 ACC. LINE	29 ACCOUNTING CLASSIFICATION					30 DISTRIBUTION		31 AMOUNT			
-2	A 5	B 10	C 5	3	D 4	1	4	1	2		
RECOMMENDED SOURCE(S) (If necessary, use attachment)						I certify that the above items are necessary for use in the public service.					
Send to FRS/SO for budget codes & signature						TITLE State Conservationist					
						SIGNATURE OF AUTHORIZED REPRESENTATIVE Get signature of your STC					

<b>PROCUREMENT REQUEST</b> <i>INSTRUCTIONS: Agencies must provide entires in unshaded areas. See reverse.</i>		TO: (Procurement Office)					1. REQUESTING OFFICE	
		2 RECEIVING OFFICE NO.	3 CONTRACT NUMBER <i>(If Applicable)</i>	4 ORDER DATE	5	6 UNIT CODE	7 FUND CODE	8 PURCHASE/DELIVERY ORDER NUMBER
								1B. DATE

CHECK ONE	10. TO: (Seller)	11. SHIP TO: (Consignee and Destination)
<input type="checkbox"/> Purchase Order		
<input type="checkbox"/> Delivery Order		<input type="checkbox"/> INSIDE DELIVERY REQUESTED

12 LINE ITEM	13 ACT. CODE	14 DESCRIPTION	15 BUDGET OBJECT	16 ACC. LINE	17 QUANTITY	18 UNIT ISSUE	19 UNIT PRICE	20 AMOUNT
<p style="text-align: center;"><i>For additional information, please contact:</i></p> <p style="text-align: center;">_____ TECHNICAL CONTACT _____ TELEPHONE NO. _____</p>								

21 FOB POINT	22 DISCOUNT TERMS	Sub-Total ▶	25
23 REQUIRED DELIVERY (Do not use ASAP)	23A NEGOTIATED DELIVERY	24 SHIP VIA	26 ESTIMATED FREIGHT
			TOTAL ▶
			27

28 ACC. LINE	29 ACCOUNTING CLASSIFICATION					30 DISTRIBUTION	31 AMOUNT
	A 5	B 10	C 5	D 4	E 1		
-2							

RECOMMENDED SOURCE(S) (If necessary, use attachment)	I certify that the above items are necessary for use in the public service.
	TITLE
FUNDS CERTIFICATION (Budget Approver)	SIGNATURE OF AUTHORIZED REPRESENTATIVE

<b>PROCUREMENT REQUEST</b>		TO: (Procurement Office)					1. REQUESTING OFFICE	
<i>INSTRUCTIONS: Agencies must provide entires in unshaded areas. See reverse.</i>								
2 RECEIVING OFFICE NO.	3 CONTRACT NUMBER <i>(If Applicable)</i>	4 ORDER DATE	5	6 UNIT CODE	7 FUND CODE	8 PURCHASE/DELIVERY ORDER NUMBER	9 SUB.	1A. PROCUREMENT REQUEST NO.
								1B. DATE

CHECK ONE	10. TO: (Seller)	11. SHIP TO: (Consignee and Destination)
<input type="checkbox"/> Purchase Order		
<input type="checkbox"/> Delivery Order		<input type="checkbox"/> INSIDE DELIVERY REQUESTED

12 LINE ITEM	13 ACT. CODE	14 DESCRIPTION	15 BUDGET OBJECT	16 ACC. LINE	17 QUANTITY	18 UNIT ISSUE	19 UNIT PRICE	20 AMOUNT
		<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">                     NRCS IT &amp; Related Technologies Acquisition                      Type 1 2 3                      ITS Signoff required for Types 1 &amp; 2                      ITS: _____                      DATE: _____                 </div> <p><i>For additional information, please contact:</i></p> <p>_____ TECHNICAL CONTACT      _____ TELEPHONE NO.</p>						

21 FOB POINT	22 DISCOUNT TERMS	Sub-Total ▶	25
23 REQUIRED DELIVERY <small>(Do not use ASAP)</small>	23A NEGOTIATED DELIVERY	24 SHIP VIA	26 ESTIMATED FREIGHT
			TOTAL ▶
			27

28 ACC. LINE	29 ACCOUNTING CLASSIFICATION					30 DISTRIBUTION	31 AMOUNT
2	A 5	B 10	C 5 3	D 4	E 1 4 1 2	2	

RECOMMENDED SOURCE(S) (If necessary, use attachment)	I certify that the above items are necessary for use in the public service. <hr/> TITLE <hr/> SIGNATURE OF AUTHORIZED REPRESENTATIVE
--	--

# REGULAR PURCHASE REQUEST INSTRUCTIONS



This form is on the "S" drive under Forms\Purchasing. Just fill out areas filled in, below.

<b>PROCUREMENT REQUEST</b> <i>INSTRUCTIONS: Agencies must provide entires in unshaded areas. See reverse.</i>		TO: (Procurement Office) <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">3</span> <b>Betty Anderson:</b> all non-office supply requests need to be reviewed first by BA. Type 1 and 2 IT requests: see IT AD-700 Instructions.					1. REQUESTING OFFICE NH				
2 RECEIVING OFFICE NO.	3 CONTRACT NUMBER (If Applicable)	4 ORDER DATE	5	6 UNIT CODE	7 FUND CODE	8 PURCHASE/DELIVERY ORDER NUMBER	9 SUB.	1A. PROCUREMENT REQUEST NO.			
								1B. DATE 4/22/10			
CHECK ONE <input type="checkbox"/> Purchase Order <input type="checkbox"/> Delivery Order		10 TO: (Seller) Put the name of the company selling the product.					11. SHIP TO: (Consignee and Destination) Put the address of where the product should be delivered, if not the State Office  <input type="checkbox"/> INSIDE DELIVERY REQUESTED				
12 LINE ITEM	13 ACT. CODE	14 DESCRIPTION				15 BUDGET OBJECT	16 ACC. LINE	17 QUANTITY	18 UNIT ISSUE	19 UNIT PRICE	20 AMOUNT
1		EXAMPLE: Conference room charge at the NH Audubon for a staff meeting 4/30/10						1	ea	230.00	230.00
<span style="font-size: 2em;">*</span> YOU FILL OUT THIS FORM AND FOLLOW THE CIRCLED NUMBER STEPS											
<h2 style="margin: 0;">Regular (not IT) Purchase Request Instructions</h2>											
For additional information, please contact: Your name _____ TECHNICAL CONTACT _____ Your TELEPHONE NO. _____											
21 FOB POINT					22 DISCOUNT TERMS					Sub-Total ▶	26 230.00
23 REQUIRED DELIVERY (Do not use ASAP)			23A NEGOTIATED DELIVERY		24 SHIP VIA			25 ESTIMATED FREIGHT		TOTAL ▶	27 Type in amount
28 ACC. LINE	29 ACCOUNTING CLASSIFICATION					30 DISTRIBUTION		31 AMOUNT			
2	A 5	B 10	C 5	3	D 4	1	4	1	2		
	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">1</span> RK Dhamala needs to put the account code and initial										
RECOMMENDED SOURCE(S) (If necessary, use attachment)						I certify that the above items are necessary for use in the public service. TITLE State Conservationist -- the STC must sign or the ASTC SIGNATURE OF AUTHORIZED REPRESENTATIVE <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">2</span> State Con. needs to sign					

# IT PURCHASE REQUEST INSTRUCTIONS



This form is on the "S" drive under Forms\Purchasing. Just fill out the sections filled in, below following these instructions.

<b>TECHNOLOGY PROCUREMENT REQUEST</b> <i>INSTRUCTIONS: Agencies must provide entire in unshaded areas. See reverse.</i>		TO: (Procurement Office) Type 1 purchases: give to Rebecca Lee Type 2 and 3 purchases: give to Betty Anderson (See reverse for list of type 1, 2, and 3 purchases)			1 REQUESTING OFFICE NH						
2 RECEIVING OFFICE NO	3 CONTRACT NUMBER (If Applicable)	4 ORDER DATE	5	6 UNIT CODE	7 FUND CODE	8 PURCHASE/DELIVERY ORDER NUMBER	9 SUB.	10A. PROCUREMENT REQUEST NO.			
								10B. DATE Today's Date			
CHECK ONE <input type="checkbox"/> Purchase Order <input type="checkbox"/> Delivery Order		10 TO: (Seller) Name of company selling the item.			11 SHIP TO: (Consignee and Destination) Your address, if other than the State Office <input type="checkbox"/> INSIDE DELIVERY REQUESTED						
12 LINE ITEM	13 ACT CODE	14 DESCRIPTION			15 BUDGET OBJECT	16 ACC. LINE	17 QUANTITY	18 UNIT ISSUE	19 UNIT PRICE	20 AMOUNT	
1		Description of the item with the BPA number and line item, if applicable. Ask Rebecca Lee if you don't know this information.					1	ea	1,000	1,000	
BRING TWO (2) COPIES TO REBECCA LEE TO FILL OUT THE FOLLOWING IT SECTION: FOR IT USE ONLY: NRCS IT & Related Technology Acquisition Type: 1 2 3 (SEE REVERSE FOR LIST OF TYPES) ① ITS Signoff Required for Type 1 & 2 ITS: _____ Date: _____ For additional information, please contact: Your Name _____ Your phone # _____ TECHNICAL CONTACT TELEPHONE NO					* YOU FILL OUT THIS FORM AND FOLLOW THE CIRCLED NUMBER STEPS						
21 FOB POINT				22 DISCOUNT TERMS				Sub-Total ▶		25 1,000.00	
23 REQUIRED DELIVERY (Do not use ASAP)		23A NEGOTIATED DELIVERY		24 SHIP VIA		26 ESTIMATED FREIGHT		TOTAL ▶		27 1,000.00	
28 ACC. LINE	29 ACCOUNTING CLASSIFICATION			30 DISTRIBUTION		31 AMOUNT					
-2	A 5	B 10	C 5	D 3	E 4	1	4	1	2		
② RK Dhamala must add budget codes and initial											
RECOMMENDED SOURCE(S) (If necessary, use attachment)					I certify that the above items are necessary for use in the public service. TITLE State Conservationist (or Acting STC) SIGNATURE OF AUTHORIZED REPRESENTATIVE State Con or Acting STC must sign						
④					③						

## IT Purchase Request Instructions

Fax to IT (Rebecca Lee or any of the New England IT representatives). They will review it to make sure it is compliant with IT purchasing requirements and get IT approval signoff. Once that occurs, Rebecca gets a copy for Type 1 purchases and Antoine Stuppard gets a copy for Type 2 and 3 purchases. RK Dhamala needs a copy of all types.

## Types of IT Purchases:

Type 1: Rebecca Lee

Types 2 and 3: Antoine Suppard

Acquisition Item	Type	Who Purchases	Delivered To	EATS Recorded Item
All ITS BPA Catalog Items - Includes: <ul style="list-style-type: none"> <li>• Computers - Desktop, Geospatial, Tablets (Ruggedized/Non Ruggedized), and Laptops</li> <li>• Printers</li> <li>• Plotters</li> <li>• Faxes</li> <li>• RAM (Part of a system not a standalone EATS entry)</li> <li>• Miscellaneous Items (Part of a system not a standalone EATS entry)</li> </ul> <p><i>Note: If a BPA item purchase cost exceeds \$4,999 the ordering NRCS unit will coordinate with Fort Collins ITC the transfer of item to OCIO-ITS. See Part 4 Number 6 for details.</i></p>	2	NRCS	OCIO-ITS	YES
Copier - Non Networked either Purchased or Leased	3	NRCS	NRCS	NO
Copier - Networked & to be Leased	2	NRCS	OCIO-ITS	YES
Copier - Networked & to be Purchased	2	NRCS	OCIO-ITS	YES
Digital Cameras & Accessories	2	NRCS	NRCS	NO
Digital Projectors	2	NRCS	NRCS	NO
Engineering Robotics Surveying	3	NRCS	NRCS	NO
Engineering Total Stations (Survey Grade GPS)	3	NRCS	NRCS	NO
GPS Units - Handheld /a	2	NRCS	OCIO-ITS	YES
Hardware Maintenance Renewals on Type 1 Purchased Networked Copiers	2	NRCS	OCIO-ITS	N/A
Hardware Maintenance Renewals on Type 2 Leased Networked Copiers	2	NRCS	OCIO-ITS	N/A
Hardware Maintenance Renewals on Type 3 Non Networked Copiers	3	NRCS	NRCS	N/A
Hardware Maintenance Renewals on Type 1 Non BPA Items	1	OCIO-ITS	OCIO-ITS	N/A
Non BPA Printers - All	1	OCIO-ITS	OCIO-ITS	YES
Personal Data Assistants (PDA)	1	OCIO-ITS	OCIO-ITS	YES
RAM Upgrades not available from BPA	1	OCIO-ITS	OCIO-ITS	N/A
Repairs on Non BPA items such as Printers, Scanners, and other devices that are out of Warranty	1	OCIO-ITS	OCIO-ITS	N/A
Replacing Blackberry Accessories (Case, Chargers)	2	NRCS	NRCS	NO
Replacing Cell Phone Accessories (Case, Chargers)	2	NRCS	NRCS	NO
Scanners - All	1	OCIO-ITS	OCIO-ITS	YES
Sensors, remote data collections devices, measuring devices	3	NRCS	NRCS	NO
Software - All New Software including Engineering/GIS/Remote Sensing	1	OCIO-ITS	OCIO-ITS	N/A
Software - Renew Subscription on Software (includes Engineering/GIS Software)	1	OCIO-ITS	OCIO-ITS	N/A
Supplies (Consumables) - CD/DVD, Tapes, Toners/Cartridges	Supplies	NRCS	NRCS	N/A
Telecommunications - No Cost No NRCS IA Required NRCS Submits Magic Ticket to ITS DAR <ul style="list-style-type: none"> <li>• FTS Calling Cards</li> <li>• 800 Numbers</li> </ul>	1	NRCS	OCIO-ITS	NO - Entered in TelTrack
Telecommunications - Systems & Components Includes: <ul style="list-style-type: none"> <li>• Office Phone Systems (includes all components including handsets)</li> <li>• Blackberries (includes accessories)</li> <li>• Cell Phones (includes accessories)</li> <li>• Satellite/Bag Phones (includes accessories)</li> <li>• Broadband/Wireless Cards</li> <li>• Voicemail Systems</li> </ul>	1	OCIO-ITS	OCIO-ITS	NO - Entered in TelTrack
USB DVD/CD External Read/Writers	2	NRCS	NRCS	N/A
USB External Hard Drives/Storage Devices (Flash, Micro/Mini Drive)	2	NRCS	NRCS	N/A
VHF - Handheld Radios /a	2	NRCS	OCIO-ITS	YES

**Monthly Supply Order Form**

Date: \_\_\_\_\_

NH-OSRS-1

Office: \_\_\_\_\_ Signed: \_\_\_\_\_

SITE	ITEM #	DESCRIPTION	QTY (ea/rm/ct/ pk/bx)	NOTES:
<b>Pens, Pencils, other writing implements</b>				
<b>INK PENS</b>				
Both	7520-01-332-2833	US GOVERNMENT Ballpoint Retractable Pen - Medium <b>Blue</b>		
Both	7520-00-935-7136	US GOVERNMENT Ballpoint Retractable Pen - Medium <b>Black</b>		
Both	7520-01-368-7771	Retractable Rubberized ballpoint pen - Medium <b>Black</b>		
Both	7510-01-368-3500	<b>Refill</b> - Retractable Rubberized ballpoint pen - Medium <b>Black</b>		
Both	7520-01-368-7773	Retractable Rubberized ballpoint pen - Medium <b>Red</b>		
Both	7510-01-368-3502	<b>Refill</b> - Retractable Rubberized ballpoint pen - Medium <b>Red</b>		
GSA	31032	31032 PILOT G2 Gel Pen, retractable/refillable, 2 pack <b>Blue</b>		
AO	CM-PIL31032			
GSA	77290	<b>Refill</b> - PILOT G2 <b>Blue</b> Ink, 2 pack		
AO	CM-PIL77241			
GSA	31031	30131 PILOT G2 Gel Pen, retractable/refillable, 2 pack <b>Black</b>		
AO	CM-PIL31031			
GSA	77289	<b>Refill</b> - PILOT G2 <b>Black</b> Ink, 2 pack		
AO	CM-PIL77240			
GSA	31002	Pilot G2 Black Inc 0.5mm		
GSA	77232	<b>Refill</b> - Pilot G2 Black Inc 0.5mm		
Both	7510-01-425-5709	<b>Refill</b> - MAGNUS Exec. <b>Black</b> Inc		
GSA	SAN65808	<b>Refill</b> - Gel Impact RT Refill, 2 pack <b>Black</b>		
AO	CM-SAN65808PP			
<b>PENCILS</b>				
Both	7520-00-590-1878	SKILCRAFT Mechanical Pencil 0.5mm		
Both	7510-01-317-6421	<b>Refill</b> - SKILCRAFT Lead 0.5mm		
Both	7520-01-132-4996	SKILCRAFT Mechanical Pencil 0.7mm		
Both	7510-01-317-6422	<b>Refill</b> - SKILCRAFT Lead 0.7mm		
Both	7520-01-565-4872	SKILCRAFT Translucent <b>Black</b> 0.5mm		
Both	7520-01-565-4874	SKILCRAFT Translucent <b>Blue</b> 0.7mm		
GSA	7510-01-451-9176	SKILCRAFT Med #2 Graphite Lead Wooden Pencil		
GSA	STD780C	Mars Technico Lead Holders for 2mm lead		
<b>HIGHLIGHTERS</b>				
GSA	BL11-PK	BIC Highlighter - <b>Pink</b>		
GSA	BL11-BE	BIC Highlighter - <b>Blue</b>		
GSA	BL11-GN	BIC Highlighter - <b>Green</b>		
GSA	BL11-YW	BIC Highlighter - <b>Yellow</b>		
Both	7520-01-553-8142	Dry Erase Marker Set		
GSA	24148	EVERY Jumbo chisel tip permanent marker - <b>Black</b>		
Both	SAN34801	SHARPIE Permanent Chisel Tip Marker - <b>Black</b>		
Both	SAN37121	SHARPIE Ultra Fine Point Marker - <b>Black</b>		
Both	SAN30072	SHARPIE Fine Point - <b>Assorted</b> set of 12		
GSA	30035	SHARPIE Fine Point - <b>Yellow</b>		
Both	7510-01-504-8940	Correction Tape, white, acid free		
GSA	WOFQDP1WHI	Whiteout (liquid)		
<b>Staplers, Staples, Staple Removers</b>				
Both	7520-00-162-6177	Staple Remover, tweezer type		
Both	7520-01-467-9433	SKILLCRAFT Black Stapler		
Both	7520-01-467-9434	SKILLCRAFT Burgundy Stapler		
Both	7520-00-243-1780	Heavyduty Fixed Anvil Stapler		
GSA	7510-00-275-7217	1/2 " W x 1/4" L Staples (for heavyduty stapler)		
GSA	7510-00-272-9409	1/2" W x 3/8" L Staples (for heavyduty stapler)		
GSA	7510-00-272-9410	1/2" W & 1/2" L Staples (for heavyduty stapler)		
GSA	7510-00-272-9662	1/2" W x 1/4"L Staples		
<b>Tape, Glue, Clips, Bands, Fasteners</b>				
<b>DESK TAPE &amp; GLUE</b>				
GSA	7510-00-813-4952	<b>1" Core</b> 1/2"W Transparent Tape		
GSA	7510-00-551-9825	<b>1" Core</b> 3/4"W Transparent Tape		
GSA	7510-00-551-9824	<b>3" Core</b> 1"W Transparent Tape		
GSA	7510-00-551-9823	<b>3" Core</b> 3/4"W Transparent Tape		
Both	7520-00-240-2411	Desktop Tape Dispenser		
Both	AVE98073	Permanent Glue Stick 6PK		

SITE	ITEM #	DESCRIPTION	QTY (ea/rm/ct/ pk/bx)	NOTES:
<b>PACKAGING TAPE</b>				
Both	MMM38506	SCOTCH Packaging Tape 1.87" wide, Pack of 6		
Both	7510-01-579-6871	SKILCRAFT Heavy Duty Packaging Tape 2"W		
GSA	7510-00-266-6715	Waterproof 2" Transparent Pkg. Tape		
<b>FIELD TAPE</b>				
GSA	LUF FE100	1/2' x 100' HI-VIZ Orange fiberglass Tape		
<b>CLIPS</b>				
Both	7510-00-161-4292	SKILCRAFT Silver 1" Paper Clip		
Both	ACC72525	ACCO 1.5" Paper Clip		
GSA	7510-00-958-0743	Silver 2" Paper Clip		
	7510-00-161-4291	Medium Butterfly Clip 3/8" capacity		
GSA	99957	Small Butterfly Clip		
GSA	99966	Large Butterfly Clip		
Both	7510-00-282-8201	Small Binder Clip Capacity of 1/4"		
Both	7510-00-223-6807	Medium Binder Clip Capacity of 1/2"		
Both	7510-00-285-5995	Large Binder Clip Capacity of 1"		
GSA	OIC99010	Mini binder clips, 9/16'		
<b>RUBBER BAND</b>				
Both	7510-01-578-3516	Size 117 1/8"X7"L Rubber Band (12 per PG)		
Both	7510-00-205-1438	Size 19 1/16' x 3-1/2" L Rubber Band (.25LB)		
<b>FASTENERS</b>				
GSA	NSN2356068	Universal Two piece Paper Fasteners		
Both	7510-00-223-6814	SKILCRAFT Slide Fastener Base, Capacity of 2"		
<b>Folders, Sheet Protectors, Dividers</b>				
<b>FOLDERS</b>				
Both	7530-00-281-5945	<b>Letter Size</b> SKILCRAFT 1/2 Cut Manila		
Both	7530-00-281-5960	<b>Legal Size</b> SKILCRAFT 1/2 Cut Manila		
Both	7530-00-282-2508	<b>Legal Size</b> SKILCRAFT 1/3Cut Manila		
Both	7530-00-282-2507	<b>Letter Size</b> SKILCRAFT 1/3 Cut Manila		
Both	7530-00-281-5941	<b>Letter Size</b> SKILCRAFT 1/5 Cut Manila		
Both	7530-00-291-0098	<b>Letter Size</b> SKILCRAFT Straight Cut Manila		
Both	7530-00-285-1732	<b>Legal Size</b> SKILCRAFT Straight Cut Manila		
Both	7530-00-663-0031	<b>Letter Size</b> Straight Cut Kraft		
Both	7530-01-484-0006	<b>Letter Size</b> Colored File Folders		
GSA	753001-523-4594	<b>Letter Size</b> SKILCRAFT 4-part pressboard folder - <b>Earth Red</b>		(SJPS60950) Caution with this P/N
Both	7530-00-990-8884	<b>Letter Size</b> SKILCRAFT 6-part pressboard folder - <b>Red</b>		
GSA	SMD64059	5 colors Letter Size Hanging folders(no bottom box) 25/box		(No BPA found for these)
Both	SMD64379	Hanging Box Bottom folder 3" capacity		
Both	7510-01-375-4510	Hanging File Folder Plastic Tabs		
GSA	50990	Pendaflex Translucent Poly File Jackets		
<b>DOCUMENT PROTECTORS</b>				
GSA	7510-01-347-9580	Clear Doc. Protector 8-1/2x11, Top Loading		
GSA	7510-01-381-5300	Non-Glare Doc. Protector 8-1/2x11, Top Loading		
GSA	7510-01-381-2219	Non-Glare Heavy Duty Document Protectors		
GSA	7510-01-347-9579	Clear Heavy Duty Document Protectors		
GSA	WO100CB	Transparent film, cover 8 1/2x11		
GSA	NSN2360059	Sheet Proectors ,3-hole, 50/bx		
<b>DIVIDERS/TABS</b>				
Both	AVE11429 or 310070	AVERY Index Maker Dividers		
<b>Paper, Post It Notes, Envelopes</b>				
<b>COPY PAPER</b>				
Both	7530-01-611-0277	SKILCRAFT White 8 1/2x11" <b>Reamless 100% Recycled</b>		
GSA	54924	ASPEN 100 White 8x14" Copy Paper <b>100% Recycled</b>		
GSA	54925	ASPEN 100 White 11x17" Copy Paper <b>100% Recycled</b>		
Both	7530-01-503-8445	SKILCRAFT White 8 1/2x11" 3 hole punched <b>100% Recycled</b>		
<b>LINED PADS</b>				
Both	7530-01-372-3108	SKILCRAFT lined pad 8-1/2x11-3/4" - <b>White</b>		
Both	7530-01-372-3109	SKILCRAFT lined pad 8-1/2x14" - <b>White</b>		
Both	7530-01-356-6727	SKILCRAFT lined pad 8-1/2x11-3/4" - <b>Yellow</b>		
Both	7530-01-209-6526	SKILCRAFT lined pad 8-1/2x14" - <b>Yellow</b>		
Both	7510-01-357-6829	Telephone Message Pad		
GSA	MEA06090	Notebook, Top Bound, Twin Wired, Legal Rld, 8.5 x 11 BK		

SITE	ITEM #	DESCRIPTION	QTY (ea/rm/ct/ pk/bx)	NOTES:
GSA	393-MX	All weather maxi-spiral notebook journal		
Both	7510-01-357-6829	SKILCRAFT Message pad		

SITE	ITEM #	DESCRIPTION	QTY (ea/rm/ct/ pk/bx)	NOTES:
		<b>STENO PADS</b>		
Both	7530-00-223-7939	SKILCRAFT Stenographer Notebook 6x9"		
		<b>SELF-STICK NOTES</b>		
Both	7530-01-116-7866	SKILCRAFT Self-Stick Notes 1-1/2x2" - <b>Yellow</b>		
Both	7530-01-207-4356	SKILCRAFT Self-Stick Notes 2x3" - <b>Yellow</b>		
Both	7530-01-207-4354	SKILCRAFT Self-Stick Notes 2x3" - <b>Blue</b>		
Both	7530-01-207-4355	SKILCRAFT Self-Stick Notes 2x3" - <b>Green</b>		
Both	7530-01-207-4353	SKILCRAFT Self-Stick Notes 2x3" - <b>Pink</b>		
Both	7530-01-456-2249	SKILCRAFT Self-Stick Notes 3x3" - <b>Assorted</b>		
Both	7530-01-116-7867	SKILCRAFT Self-Stick Notes 3x3" - <b>Yellow</b>		
Both	7530-01-116-7865	SKILCRAFT Self-Stick Notes 3x5" - <b>Yellow</b>		
Both	7530-01-456-0683	SKILCRAFT Self-Stick Notes 3x5" - <b>Assorted</b>		
Both	7530-01-456-0684	SKILCRAFT Self-Stick Notes 4x6" - <b>Ruled</b>		
		<b>BUSINESS CARDS</b>		
GSA	5371	AVERY Laser Business Cards - <b>White</b>		
		<b>REPOSITIONABLE TAPE FLAGS</b>		
Both	7510-01-389-2262	Repositionable Tape Flag "Sign Here" 1x 1-3/4"		
Both	MMM680SD2	Repositionable Tape Flag "Sign and Date" 1x 1-3/4"		
Both	7510-01-315-2021	Repositionable Tape Flag 1x 1-3/4" - <b>Blue</b>		
Both	7510-01-315-2020	Repositionable Tape Flag 1x 1-3/4" - <b>Green</b>		
Both	7510-01-315-8654	Repositionable Tape Flag 1x 1-3/4" - <b>Purple</b>		
Both	7510-01-315-2019	Repositionable Tape Flag 1x 1-3/4" - <b>Red</b>		
Both	7510-01-315-2022	Repositionable Tape Flag 1x 1-3/4" - <b>White</b>		
Both	7510-01-315-2024	Repositionable Tape Flag 1x 1-3/4" - <b>Yellow</b>		
		<b>ENVELOPES</b>		
GSA	BSN04646	4-1/8x9-1/2" Peel and Seal Envelopes - <b>White</b>		
GSA	7530-01-316-6584	Kraft Heavy Duty metal clasp 9"x12"		
GSA	7530-01-316-6585	Kraft Heavy Duty metal clasp 10"x13"		
GSA	08897	Sparco metal clasp 10"x13"		
Both	8105-00-117-9866	Padded Envelope 7-1/4x12"		
Both	8105-00-117-9872	Padded Envelope 9-1/2x14-1/2"		
Both	8105-00-117-9879	Padded Envelope 10-1/2x16"		
Both	IVR39403	CD/DVD Envelopes 50/box - <b>White</b>		
		<b>MAILING/FILE FOLDER LABELS</b>		
Both	7530-01-578-9290	SKILCRAFT (size of Avery 5160) 1" Width x 2.62" - <b>White</b>		
Both	7530-01-302-5504	SKILCRAFT (size of Avery 5162) 1.33" Width x 4" - <b>White</b>		
Both	7530-01-578-9294	SKILCRAFT (size of Avery 5164) 3.33" Width x 4" - <b>White</b>		
Both	7530-01-578-9298	SKILCRAFT (size of Avery 5353) 8.5" Width x 11" - <b>White</b>		
Both	7530-01-514-4904	Avery 5160 1 x 2-5/8" mailing labels		
GSA	DK1203	File Folder Label - .66 x 3.43		
Both	AVE5168	Avery 5168 Label - 3.5 x 5		
		<b>ROUND RING VIEW BINDERS</b>		
Both	7510-01-283-5274	SKILCRAFT 1/2" - <b>Black</b>		
GSA	7510-01-407-0471	SKILCRAFT 1" - <b>Black</b>		
GSA	7510-01-278-4130	SKILCRAFT 2" - <b>Black</b>		
Both	7510-01-278-4129	SKILCRAFT 3" - <b>Black</b>		
Both	7510-01-510-4859	SKILCRAFT 1/2" - <b>White</b>		
Both	7510-01-519-4381	SKILCRAFT 1-1/2" - <b>White</b>		
Both	7510-01-203-8814	NIB 2" - <b>White</b>		
Both	7510-01-510-4866	SKILCRAFT 3" - <b>White</b>		
		<b>SLANT D-RING BINDERS</b>		
Both	7510-01-420-8078	SKILCRAFT 1" - <b>Black</b> Pockets on inside covers.		
Both	7510-01-384-8786	SKILCRAFT 1" - <b>White</b> Pockets on inside covers.		
Both	7510-01-385-6711	SKILCRAFT 1-1/2" - <b>White</b> Pockets on inside covers.		
Both	7510-01-417-1882	SKILCRAFT 1-1/2" - <b>Blue</b> Pockets on inside covers.		
Both	7510-01-417-1884	SKILCRAFT 2" - <b>Blue</b> Pockets on inside covers.		
Both	7510-01-384-8788	SKILCRAFT 2" - <b>White</b> Pockets on inside covers.		
Both	7510-01-384-8673	SKILCRAFT 2-1/2" - <b>White</b> Pockets on inside covers.		
GSA	7510-01-417-1883	SKILCRAFT 2-1/2" - <b>Blue</b> Pockets on inside covers.		
Both	7510-01-368-3487	SKILCRAFT 3" - <b>Blue</b> Pockets on inside covers.		
Both	7510-01-368-3486	SKILCRAFT 3" - <b>White</b> Pockets on inside covers.		

SITE	ITEM #	DESCRIPTION	QTY (ea/rm/ct/ pk/bx)	NOTES:
		<b>BATTERIES</b>		
Both	6135-01-447-0949	9V Alkaline Battery 2-pack		
GSA	TL1-DRC-51640M	9V PROCELL Alkaline Battery 12-pack		
GSA	6135-01-446-8308	AAA Alkaline Battery 4-pack		
GSA	TL1-DRC-52440E	AAA PROCELL Alkaline Battery 24-pack		
GSA	6135-01-447-0950	AA Alkaline Battery 4-pack		
GSA	TL1-DRC-51540L	AA PROCELL Alkaline Battery 24-pack		
GSA	6135-01-446-8307	C Alkaline Battery 4-pack (Energizer)		
GSA	TL1-DRC-51140E	C PROCELL Alkaline Battery 12-pack		
GSA	6135-01-446-8310	D Alkaline Battery 4-pack		
GSA	TL1-DRC-51340J	D PROCELL Alkaline Battery 12-pack		
		<b>BATTERIES (RECHARGEABLE)</b>		
GSA	6140-01-413-3928	AAA Rechargeable nickel-metal hydride battery		
GSA	6140-01-413-3926	AA Rechargeable nickel-metal hydride battery		
GSA	6140-01-413-3923	Size C Battery Rechargeable		
GSA	6140-01-413-3925	Size D Battery Rechargeable		
GSA	CHFC	Battery Charger for nickel-metal batteries - Multiple sizes		
<b>Shredders</b>				
GSA	7490-01-459-8264	Shredder Oil		