

**Basic Needs List for Offices**

**Main Office**

SUPPLY ITEM	COST	MF	OCDC	Haw	Herm	Uma	Irr	J-Day	HCDC	PEHS	Pwic	Hwic	Mfwic	Wall	Enter	WP	Board	Glad	Hepp	High
<b>Shared:</b>																				
Paper Shredder	\$ 200.00																			
Collator	\$ 100.00																			
Jogger	\$ 510.00																			
Sorter	\$ 70.00																			
Copier	\$ 7,000.00																			
Fax machine	\$ 500.00																			
Email	\$ 200.00																			
Phone system	\$ 12,000.00																			
Phone headset for receptionist (optional)	\$ 200.00																			
Locking file cabinets	\$ 200.00																			
Consumable supplies to check out																				
Paper cutter	\$ 175.00																			
Postage machine and/or stamps	\$ 1,700.00																			
Answering machine	\$ 50.00																			
Current copies of Agency forms																				
Wall display unit for brochures	\$ 190.00																			
<b>Individual:</b>																				
Computer	\$ 1,200.00																			
Desk and chair	\$ 500.00																			
Access to a printer	\$ 700.00																			
Phone	\$ 140.00																			
Stapler, remover and tape	\$ 10.00																			
Ten key adding machine (not all indiv.)	\$ 50.00																			
Hole punch	\$ 10.00																			

**All Offices**

SUPPLY ITEM	COST	MF	OCDC	Haw	Herm	Uma	Irr	J-Day	HCDC	PEHS	Pwic	Hwic	Mfwic	Wall	Enter	WP	Board	Glad	Hepp	High
Computer w/internet and e-mail, printer and mouse	\$ 1,400.00																			
Computer desk	\$ 400.00																			
Telephone	\$ 20.00																			
Answering machine	\$ 50.00																			

**All Offices**

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SUPPLY ITEM	COST	MF	OCDC	Haw	Herm	Uma	Irr	J-Day	HCDC	PEHS	Pwic	Hwic	Mfwic	Wall	Enter	WP	Board	Glad	Hepp	High
Fax machine	\$ 500.00																			
Copier	\$ 700.00																			
Shredder	\$ 200.00																			
Current phone books																				
4 drawer locked file cabinet	\$ 200.00																			
Teacher/bus resource storage shelves	\$ 75.00																			
Cork/info boards	\$ 30.00																			
Office clock	\$ 20.00																			
Pencil sharpener	\$ 50.00																			
Staff desks and chairs	\$ 500.00																			
In/out boxes	\$ 50.00																			
Paper cutter	\$ 175.00																			

**Support Offices**

SUPPLY ITEM	COST	MF	OCDC	Haw	Herm	Uma	Irr	J-Day	HCDC	PEHS	Pwic	Hwic	Mfwic	Wall	Enter	WP	Board	Glad	Hepp	High
Computers w/printers (not every desk)	\$ 1,400.00																			
E-mail/internet access	\$ 200.00																			
Phone 2-line or more	\$ 140.00																			
Fax line/copy machine	\$50/\$500																			
File drawers (locking/unlocking)	\$ 200.00																			
Bulletin board	\$ 30.00																			
Hole punch, 2 and 3 hole	\$ 30.00																			
Clock	\$ 20.00																			
Shredder, small	\$ 200.00																			
Paper cutter	\$ 175.00																			
Adding machine	\$ 50.00																			
Storage (lock and unlocked)	\$ 200.00																			

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