

BEAUFORT JASPER HAMPTON COMPREHENSIVE HEALTH SERVICE, INC.

CENTRAL OFFICE SUPPLIES

Department: _____

GL Code: _____

Location: _____

Received Date: _____

	Item Description	Item Number	Unit	Stock Quantity	Reorder Amount	Vendor	Cost
1	Add Machine Rolls 2" 1/4 x 150 White	28650	EA				
2	Appointment Slips English & Spanish		PK				
3	Analysis Premium Pad 8" 1/2 x 4	45-106	EA				
4	Binder 3 Ring 1"		EA				
5	Binder 3 Ring 2"		EA				
6	Binder 3 Ring 3"		EA				
7	Binder Clips 1" 1/4 Size 5	36557	BX				
8	Binder Clips 2"	36552	BX				
9	Binder Clips 3"		BX				
10	BJHCHS Envelopes		BX				
11	BJHCHS Letterhead		BX				
12	Black Fabric Ribbon	50-061	EA				
13	Calendar Desk	SK24-00	EA				
14	Clipboards		BX				
15	Copier Paper 8 1/2 x 11	U221196	CS				
16	Correction Tape	60233	EA				
17	Disinfectant Spray	33595-MO-3	CN				
18	Envelop Clasp 10 x 13	36665	BX				
19	Envelop Clasp 6 x 9	36660	BX				
20	Envelop Coin Brown	1357	BX				
21	Envelope Business w/o Window	642-10	BX				
22	Envelop Business w/ Window	1467-10A	BX				
23	Facial Tissues	GJ026100	BX				
24	Finger Moistener	1571	EA				
25	Flags Post-it (Sign Here)	19257	EA				
26	Hand Sanitizer Large		EA				
27	Hand Sanitizer Smaller Containers		EA				
28	Hanging File Folder LTR SZ Cut TB	17532	BX				
29	Highlighter	30004	EA				
30	Index Cards 3x 5 Ruled	351	PK				
31	Liquid Correction	1539	EA				
32	Manila File Folders	17525	Bx				
33	Manila File 9" 1/2 Point	SP095-1/3	BX				
34	Marker Permanent Black	30011	EA				
35	Marker Permanent Blue	8886-20	EA				
36	Marker Permanent Red	8887-17	EA				
37	Marker Sharpie Black Chisel Tip	30001	EA				
38	Pads Legal 8 1/2 x 11 3/4 Ruled	63105	PD				
39	Paper Clips Jumbo	72580	BX				
40	Paper Clips Size 1	72380	BX				
41	Paper, Box or Case	CASE	BX				
42	Paper Punch 2 Hole	785	EA				
43	Paper Punch 3 Hole		EA				
44	Pen, Black	36175	EA				
45	Pen, Blue	36176	EA				
46	Pen, Red	36177	EA				
47	Pen, Black Gel Point	36156	EA				
48	Pen, Blue Gel Point	36157	EA				
49	Pen, Red Gel Point	63158	EA				
50	Pencil Sharpener Electric		EA				
51	Pencil # 2	37507	10/PK				
52	Plain Antique Envelopes		BX				
53	Provider Business Cards		BX				
54	Post It Notes 2" 1/8 x 2" 7/8	654-5UC	PG				
55	Power Duster	24305	CN				
56	Receipt Book		EA				

