



## OFFICE SUPPLIES

Office Supplies are managed and ordered by the Facilities Team. We have a Supply Closet located in the Technology/Facilities hub at the East end of the hall. It is stocked with general office supplies for day-to-day use which you are welcome to at any time. Following is a list of what we stock:

- binder clips large
- binder clips medium
- binder clips small
- dry erase markers (black)
- dry erase markers (multi)
- file folders manila
- hanging file folders (green)
- highlighters blue
- highlighters green
- highlighters orange
- highlighters pink
- highlighters yellow
- notepads 5x8 white
- notepads 8x10 white
- envelopes #10 white
- notepads 8x10 yellow
- paper clips small
- paper clips large
- pencils
- pens black
- pens blue
- pens red
- post it notes 1.5x2
- post it notes 3x3
- push pins
- rubber bands
- staples
- tape
- whiteout
- envelopes 9x12 kraft clasp

We regularly monitor inventory levels and we try to keep an adequate stock of supplies at all times. But if you happen to take the last item, we kindly request that you email Facilities Support ([facilities@adler.edu](mailto:facilities@adler.edu)) so we can restock. Orders are placed on Thursday and typically come in the next day.

### ***Special Orders***

If you are in need of an item that is not regularly stocked, you can submit your request to Facilities Support ([facilities@adler.edu](mailto:facilities@adler.edu)). We place a WEEKLY supply order to streamline the process and your request will be added to the next order. A member of the Facilities Team will deliver your order to you. Examples of special orders are:

- stapler
- scissors
- desktop incline sorter
- labels
- letter tray
- tape dispenser

- binders
- paper clip dispenser

**Please note:** If you are working on a special project and your request is urgent, we are happy to place a separate order if needed. Our preferred vendor is Staples because they offer the best price and delivery service. General supplies are paid for by the Facilities Department budget. Special orders will be coded to the requestor's department.

### ***Adler Logo Stationery***

The Adler Logo Stationery is stored in a locked Storage Room so we can better manage inventory. If you are in need of a large quantity of letterhead and/or envelopes, please email Facilities Support and Joe Hannah will deliver to your area. We also keep a small stock of envelopes and letterhead in the Mail Room on the 15th floor (room 15-003) that you can access at any time.