

Request for Finance Department Stationery – L Ngubane

Item Description	Quantity
Glue stick (pritt) 20g	4
Bostick 100g	3
A4 Hard cover 2 Quire 192 pages	10
Writable CD's	50
CD pocket envelope	50
A4 brown Envelope	50
Lever Arch file	200
Buddi Storage unit A4 – 6 Drawer 400 x 297x 366mm	1
Business card holder with 12 inner pockets	2
Plastic pockets A4	100
Bantex Clipboard 4210-with inner pocket	2
File divider index set A-Z A4	60
Plastic spike file base for filling messages	3
Presentation folder Prime line PVC W52	10
Report Cover A4 with slide binders	10
Replica file fasteners Ref W\$ with locking clamp	50
Red fern white labels roll form 25 mm diam box	1
Red fern yellow labels roll form 25 mm diam box	1
12 Digit desktop calculator	3
Ring Reinforcements box	1
Carl Punch 100XL	3
Prime line stainless steel rubber grip scissors 17.4 blade	4
Paperpro compact stapler PP110/1105- 2-25 sheets	4
Standard staples box	5
Paper clips large 30 mm silver pack	5
Paper clips 50 mm giant silver box	4
Rubber bands No.16, 1kg	1
Stephens drawing pins 12 mm 224 solid head box	1
Ruler 30cm	2
Clips fold back 41 mm No.4-19 mm capacity	20
Eraser – Mon Ami A20 dust free	3
Primeline 5 colour self adhesive memo pad 38x 51cm	5
Tabular desk tidy plastic organiser 391120 pen & holder	2
Paper cube refill	4
Pilot pens black boxes	10
Permanent maker – Artline Blue and black tip 0.7mm	2
Highlighters Mo Amiexecutive set of 4 colour	6
Clutch pencil & leads	2
Staple remover	3
Conon 737 Cartridge	1
A4 192 Pages Counter book	2
Liquid tipex	1
File divider packs	15
Big staples – 23/13	3
Edding permanent maker ink	1

Sticker notes	10
Opti plan – folder	50
HP office jet toner – 920XL	5
Files Lever Arch Storage Boxes	2
Standard Office Stapler	1
Samsung Toner (MLT-D111S)	03