

Computer/Office

Computer/Office - Bin 17				
Item	Location	Beginning #	Ending #	Need to Purchase
Card stock Multi- Colors	Bin 17	Ream		
Brown Envelopes for 4th Day Packets	CS	18		
Pamphlets - VDC for 4th Day Packets	Drawer C	82		
Pamphlets - VDC for for Clergy	Drawer C	14		
Brochures	Drawer C	100		
Paper - copy	Bin 17	1.5 reams		
Paper pastel sheets	Bin 17	200 sheets		
Paper sheets bright	Bin 17	50		
Stickers	Bin 17	some		
Toner - Black	Bin 17	2		
Toner - Blue	Bin 17	1		
Toner - Magenta	Bin 17	1		
Toner - Yellow	Bin 17	1		

THINGS WE DON'T NEED TO INVENTORY EVERY WEEKEND
(these don't change unless something breaks)

Envelopes Security 9.5"x 4.16"	Bin 17	150		
Fourth Day Manual	Drawer C	2		
Glue Stick	Bin 17	1		
Highlighters pink, yellow, lavender, green	Bin 17	1 each		
Jog pledge forms	Bin 17	25		
Binder Clips - Small	Bin 17	10		
Binder Clips - Medium	Bin 17	6		
Binder clips - Large	Bin 17	6		
Magic tape	Bin 17	1		
Mailing labels 1/2 x 1 3/4 - 80/sheet	Bin 17	4 1/2 sheets		
Mailing labels 1x2 5/8 - 30/sheet	Bin 17	10 sheets		
Markers orange	Bin 17	1		
Pen	Bin 17	1		
Post it notes	Bin 17	1		
Power strip	Bin 17	1		
Printer & Printer Cable	Printer box	1		
Scissors	Bin 17	1		
Sharpies black, blue, red, green	Bin 17	1 each		
Small binder clips	Bin 17	11		
Staple puller	Bin 17	1		
Stapler and staples	Bin 17	1		

