

Inventory

Rollo Room				
Rollo Room - Bins 1 and 2	Location	Beginning	End	Needs Replacing
Item				
Art Paper Packs - White	Bin	1		
Cabin sheets (for first day)	CS	need to reprint		names or 1,2,3 etc
Family /Table Names	Bin			New Names
Folders - Blue	Bin			
Folders - Green	Bin			
Folders - Multi Color Pkg.	Bin	46		
Folders - Orange	Bin			
Folders - Purple	Bin			
Folders - Red	Bin			
Folders - Yellow	Bin			
Glue sticks	CS	20		
Green Grouping Cards	Drawer B	75		
Half sheet poster board (more in box in trailer)	Trailer			
Index cards	Bin	Plenty		
Kleenex in drawer in trailer	Drawer Y & Z			
Pilgrim Guides	Drawer B	26		
Pilgrim Guide Covers - Felt with Butterflies	Drawer B	6		
Pilgrims Guide Covers - Leather	Bin	7		
Prayer Request Sheets	Bin	30 sheets		
Stickers (pkgs)	CS			
Sticky notepads	Drawer H	4		
Rice Paper Sheets	Bin & JC	plenty		
Red Fine Tip Sharpies	CS	4		
Red food coloring	CS		1	

CS - Cool Storage

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

Banner (TGCVDC) w/ Dowel Rod	Bin	1		
Baskets - Candy	Bin	7		
Bells	Bin	3		
Bible - Large Print	Bin	5		
Bibles	Bin	24		
Binder clips (large)	Bin	5		
Binder clips (small)	Bin	48		
Clear tape roll	CS	5		
Clothespins	Bin	12		

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Colored pencils	Bin	21		
Construction Paper Packs	Bin	8		
Crayola Crayons	CS	30		
Crayola Marker sets - Large	CS	32		
Crayola Marker sets - Small	CS	18		
Dry erase board eraser	Bin	7		
Dry erase board marker	Bin	7		
Foam sheets (pkg of 40)	Bin	3		
Markers - thin in ziploc bag	CS			
Masking tape roll	Bin	9		
Painters tape rolls	Drawer L	6		
Palanca Sheets from across the US	Drawer P	plenty		
Paper (notebook sheets)	Bin	0		
Paper clips (pkg of 100)	Bin			
Pencil sharpener	Bin	30+		
Pens and Pencils	Bin	100		
Pens in ziploc bag	Drawer B	60		
Plastic baskets	Bin	1		
Podium	Trailer-Robbie	1		
Power Strip				
Roll of twine	Bin	2		
Room signs (Palanca) (Snacks)	Bin	9		
Rulers	Bin	13		
Scissors	Bin	3		
Sharpie - Large black	Bin - JC	4		
Sharpie Pens (multicolored)	Bin	5		
Small wicker prayer baskets	Bin	5		
Sponges	Bin	12		
Three hole punch	Bin	1		
Three Legged Stool	Bin - David H	1		
Tissue paper Packs	JC - Bin			
Trash cans	Bin	6		
Vase to melt Paper	CS	1		
Joke Book -give to Asst. Rector	Bin	1		

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