

Updated: 4/22/2024

Central Supply Catalog

For items not listed, see notes below.

Item Number	Item Description	Unit	Price
OS 9V	Batteries, 9V, Duracell Procell	Each	\$1.94
OS AA	Batteries, AA, Duracell Procell	Each	\$0.50
OS AAA	Batteries, AAA, Duracell Procell	Each	\$0.42
831610	Binder Clips, Large, Staples Brand (12/box)	Box	\$2.03
395200	Binder Clips, Medium, Staples Brand (12/box)	Box	\$0.65
103523	Binder Clips, Small, Staples Brand (12/box)	Box	\$0.24
387512	Chalk, Crayola Anti-Dust, 12/box	Box	\$0.55
OS 326197	Compressed Air	Each	\$5.38
616319	Disinfectant Wipes (canister of 75 wipes)	Each	\$5.75
701	Drury Business Reply Envelopes (500/box)	Box	\$71.49
702	Drury Catalog Envelopes (9.5" x 12.5")	Each	\$0.60
706	Drury Letterhead (8.5" x 11") (Full Ream/500 sheets)	Ream	\$34.00
706-B	Drury Letterhead (8.5" x 11") (Half Ream/250 sheets)	Half Ream	\$17.00
707	Drury Letterhead Blank 2nd Sheets	Ream	\$13.08
703	Drury Letterhead Envelope (500/box)	Box	\$79.23
704	Drury Window Envelope (500/box)	Box	\$52.43
634797	Dry Erase Board Eraser, Staples Brand	Each	\$1.49
637820	Dry Erase Marker, EXPO Brand (Black)	Each	\$0.86
589825	Dry Erase Marker, EXPO Brand (Blue)	Each	\$0.86
589826	Dry Erase Marker, EXPO Brand (Green)	Each	\$1.09
589824	Dry Erase Marker, EXPO Brand (Red)	Each	\$0.86
OS 264174	Facial Tissue	Box	\$1.35
116657	File Folders, 3 Tab, Manilla, Staples Brand (100/box)	Box	\$12.58
607942	Hand Sanitizer (12 oz. bottle)	Each	\$6.69
49023	Highlighter, Sharpie Brand (Blue)	Each	\$0.44
49024	Highlighter, Sharpie Brand (Green)	Each	\$0.82
49025	Highlighter, Sharpie Brand (Orange)	Each	\$0.58
49022	Highlighter, Sharpie Brand (Pink)	Each	\$0.63
1253524	Highlighter, Sharpie Brand (Yellow)	Each	\$0.41
233601	Index Cards, 3 x 5 Lined, Staples Brand (500/pack)	Pack	\$3.31
163873	Legal Pads, 5x8, Narrow Ruled (12/pack)	Pack	\$7.24
163865	Legal Pads, 8.5x11, Wide Ruled (12/pack)	Pack	\$10.59

472506	Paper Clips, Large, Staples Brand (100/box)	Box	\$0.74
472480	Paper Clips, Small, Staples Brand (100/box)	Box	\$0.31
OS 24380329	Paper Towels	Roll	\$2.21
OS 492072	Paper, Copy Standard, 8.5x11 (10 reams/case)	Case	\$41.00
382241	Pen, BIC Medium Point (Black) (12/box)	Box	\$1.84
382242	Pen, BIC Medium Point (Blue) (12/box)	Box	\$1.84
395895	Pen, BIC Medium Point (Red) (12/box)	Box	\$2.09
228452	Pen, Paper Mate Flair Felt-Tip, Medium Point (Black)	Each	\$1.04
228437	Pen, Paper Mate Flair Felt-Tip, Medium Point (Blue)	Each	\$1.33
780353	Pen, Paper Mate Flair Felt-Tip, Medium Point (Green)	Each	\$1.03
34273	Pen, Paper Mate Flair Felt-Tip, Medium Point (Purple)	Each	\$1.47
228445	Pen, Paper Mate Flair Felt-Tip, Medium Point (Red)	Each	\$1.21
132340	Pen, Uniball Roller Fine Tip (Black)	Each	\$0.75
132431	Pen, Uniball Roller Fine Tip (Blue)	Each	\$0.75
52358	Pen, Uniball Roller Fine Tip (Green)	Each	\$1.20
132381	Pen, Uniball Roller Fine Tip (Red)	Each	\$1.17
132522	Pen, Uniball Roller Micro Tip (Black)	Each	\$0.64
132605	Pen, Uniball Roller Micro Tip (Blue)	Each	\$0.84
52362	Pen, Uniball Roller Micro Tip (Green)	Each	\$0.82
132563	Pen, Uniball Roller Micro Tip (Red)	Each	\$0.64
476919	Pencil, No. 2, Soft, Staples Brand (12/pack)	Pack	\$1.18
125328	Permanent Marker, Fine Point, Sharpie Brand (Black)	Each	\$0.69
125401	Permanent Marker, Fine Point, Sharpie Brand (Blue)	Each	\$0.45
780510	Permanent Marker, Fine Point, Sharpie Brand (Green)	Each	\$0.54
125369	Permanent Marker, Fine Point, Sharpie Brand (Red)	Each	\$0.45
642736	Permanent Marker, Ultrafine Point, Sharpie Brand (B	Each	\$0.69
650745	Post-It Notes, 1.5x2 Pad	Each	\$0.53
130005	Post-It Notes, 3x3 Pad	Each	\$0.96
130229	Post-It Notes, 3x5 Pad	Each	\$1.34
202184	Post-It Pop Ups, 3x3 Pad	Each	\$1.07
329493	Scissors, 8", Westcott KleenEarth Brand	Each	\$3.00
24418175	Staples, Standard Size, Staples Brand (5,000/box)	Box	\$0.77
OS 532853	Steno Notebook, 6x9, Green	Each	\$1.27
OS 483072	Tape, Heavy Duty Packaging, Clear	Roll	\$1.83
512320	Tape, Scotch Tape, ¾ X 1000" Roll	Each	\$1.87
483018	Wite Out Correction Tape, Bic Brand, 1/6" X 472"	Each	\$1.24
Notes:			

• In the event that an item is no longer available or temporarily out of stock, a similar item may be substituted at actual cost. We will match the price as closely as possible.

• Should you need to order something that is not on the catalog, you can find the item on Staples.com and submit an order with the information from the listing. Your code number would be the Staples item number, which can usually be found directly under the item name.

• Staples Business Advantage has a minimum order threshold of \$35. If you order items not found on the catalog and your order is less than \$35, it will be placed on our weekly order Friday at noon. If your order is more than \$35, it will be ordered the same day it is placed.

• Special sales on Staples.com are often not available through Staples Business Advantage. In those cases, it may be more economical for you to order directly from Staples.com with a department credit card. We are happy to perform a price check for you on any item on Staples.com

• Some items available on Staples.com are not available through Staples Business Advantage. In those cases, we will attempt to find an alternate product for you that is carried by Staples Business Advantage. If a satisfactory alternate product is not available, you may need to order the item directly from Staples.com or another vendor with a department credit card.

• Furniture orders through Staples Business Advantage may include an additional fee for in-office delivery and set-up (provided by Staples).

• We DO NOT order toner cartridges for Central Supply due to issues with defective cartridges we were unable to return. We recommend local vendor Cartridges Plus. They deliver straight to your office, bill your department directly, pick up and recycle your old cartridge, and cover their cartridges with a warranty in case they are defective in any way. They can be reached at 417-890-2401 or GoCartridgesPlus@gmail.com. www.gocartridgesplus.com