

Common Goods List

Below are items the department will purchase for qualifying sites on an as-needed basis. These items are intended for routine office and administrative work that is not specific to one project. Items directly related to a specific project or activity (e.g. research, clinical, education) should be charged to the appropriate budget. For routine/administrative items you would like to purchase that are not included on the list, please contact [Nadia Khan](#). Descriptions and pictures of each item are available on the Office Depot website by entering the item numbers.

- Binder Clips – Mini, box of 12 (Item 909309)
- Binder Clips – Small, box of 12 (Item 429415)
- Binder Clips – Medium, box of 12 (Item 429431)
- Binder Clips – Large, box of 12 (Item 308957)
- Binder – White, 1 each; 1" (Item 396291), 2" (Item 396241), 3" (Item 396201)
- Canned Air – 10 oz. spray can, pack of 6 (Item 110284)
- Correction Tape – White, pack of 10 (Item 826876)
- Calculator – (Item 853197)
- Dividers – 1 pack, 5-tabs, Clear (Item 574866)
- First Aid – Band-Aid, 280 assorted (Item 705484); Antiseptic Wipes, Box of 50 (Item 868880)
- Envelopes – No. 10, clean seal with security, pack of 250 (Item 475809)
- Envelopes – Clasp, brown, box of 100; 9x12 (Item 904516) 6x9 (Item 330744)
- Envelope Sealer – (Item 332013)
- Eraser – pack of 3, pink (Item 485177); pack of 4, white polymer (Item 707694)
- Eraser – Barrel eraser, pack of 4 (Item 430496); barrel eraser refills, pack of 4 (Item 760843)
- Folders – Manila, 3 tabs, box of 100 (Item 172816)
- Folders – Green hanging, box of 25 (Item 810929); 2" expansion, box of 25 (Item 1378108)
- Glue Stick – Clear, pack of 12 (Item 571101)
- Hand Sanitizer – 8 oz. pump (Item 450073)
- Highlighter – Non-Fluorescent Yellow, pack of 12; slim (Item 705368)
- Highlighter – Fluorescent Yellow, pack of 12; slim (Item 619627)
- Highlighter – Fluorescent Green, pack of 12; slim (Item 619601)
- Highlighter – Fluorescent Blue, pack of 12; slim (Item 257651)
- Highlighter – Fluorescent Pink, pack of 12; slim (Item 896304)
- Highlighter – Fluorescent Orange, pack of 12; slim (Item 262731)
- Kleenex Tissues – pack of 12 (Item 344566)
- Labels – Filing, 2/3" x 3 7/16", Assorted Colors, Box of 750 (Item 944264)
- Labels – Mailing, 1" x 2 5/8", White, Box of 3000 (Item 364364)
- Labels – Shipping, 2" x 4", White, Box of 1000 (Item 463620)
- Markers – Sharpies, black, pack of 12 (Item 203349)
- Markers – Dry Erase, assorted colors, pack of 4, chisel tip (Item 497735)

Markers – Wet Erase, assorted colors, pack of 4, fine tip (Item 687301)
Note Pads – Letter size 8.5" x 11.75", pack of 12; white (Item 305466) yellow (Item 305706)
Note Pads – Small 5" x 8", pack of 12; white (Item 306902) yellow (Item 305706)
Pain Reliever – Tylenol, Box of 50 (Item 564070); Advil, Box of 50 (Item 481227)
Paper – 8.5" x 11", 1 box – 10 reams (Item 125420); 8.5" x 14", 1 ream (Item 317339)
Paper Clips – Small, pack of 10 boxes, 100 per box (Item 308478)
Paper Clips – Large, pack of 10 boxes, 100 per box (Item 308239)
Pen/Pencil Holder – (Item 346437)
Pencil Sharpener – Battery operated (Item 476170)
Pencils – No. 2, pre-sharpened, pack of 12 (Item 187648)
Pencils – Mechanical .7mm, pack of 12 (Item 510128); Refills, .7mm (Item 929505)
Pens – Ball Point, 1.0 mm, Box of 12; Black (Item 181594), Blue (Item 181578)
Pens – Ball Point, 1.0 mm, Box of 12; Red (181586), Green (Item 181602)
Pens – Gel .7mm, pack of 12; black (Item 555626), blue (Item 555617), red (Item 607546)
Post It Flags – Multi-color; "Sign here" (Item 750067); No text, 1/2" x 2" pack of 5 (Item 655035)
Post It Notes – Light Yellow, 1.5" x 2" pack of 12 (Item 442306)
Post It Notes – Light Yellow, 3" x 3" pack of 18 (Item 420994)
Post It Notes – Multi-color, 3" x 3", pack of 24 (Item 837398)
Post It Notes – Light Yellow, 3" x 5" pack of 12 (Item 443296)
Push Pins – clear, pack of 200 (Item 825265)
Rubber Bands – assorted sizes, pack of (Item 856585)
Ruler – clear 12" (Item 502290); wood 12" (Item 692165); metal 15" (Item 321992)
Scissors 8" – (Item 375667)
Stapler – Item 908210; Staples, 1 box (Item 344279); Staple remover (Item 427111)
Tape – Clear refills .75"; 1 roll (Item 910430), 10 rolls (Item 520928), Dispenser (Item 173336)
Tape – Double sided with dispenser, .5", 1 roll (Item 673935)
Tape – Masking 1", 1 roll (Item 666537)
Tape – Shipping with built in dispenser, clear; 1 roll (Item 650457), 6 rolls (Item 444970)
Wipes – CRT Screen Wet/Dry, Box of 50 (Item 589347); Disinfecting, Tube of 75 (Item 984560)

Toner and ink for department supported printers will be provided. Depending on market pricing at time of order, either HP or Office Depot brand will be purchased. For other computing consumables including keyboards or mice, please contact the IT team at rwhit@uw.edu.

Last revised August 13, 2018