



Orange County Purchasing Department, 714 Polk Ave, Orange, Texas 77630

Phone/409-882-7900 Fax/409-670-4106

<https://www.co.orange.tx.us/departments/Purchasing>

CENTRAL OFFICE SUPPLY LIST

For unlisted or out of stock items, please submit a Requisition in Tyler

**The COS form will be returned with pricing*

Last Updated: February-24

Description	Unit of	Location
COPY PAPER , LETTER SIZE, PER BOX	BOX	WAREHOUSE
COPY PAPER , LETTER SIZE, 1 REAM	REAM	F
COPY PAPER , LEGAL SIZE, PER BOX	BOX	WAREHOUSE
COPY PAPER, LEGAL SIZE, 1 REAM	REAM	F
2024 BROWNLINER PROFESSIONAL MONTHLY DESK/WALL CALENDAR 22"X17" DESKPAD	EACH	DESK
10X13 INTERDEPARTMENT ENVELOPES, 100/BOX (DEPARTMENTS WILL RECEIVE 10 PER REQUEST)	EACH	A1
CALCULATOR TAPE /SINGLE-PLY PAPER ROLLS, 2 1/4"X130', WHITE, PACK OF 12	PACK	A1
CALCULATOR TAPE /SINGLE-PLY PAPER ROLLS, 2 1/4"X130', WHITE, SINGLE	EACH	A1
INSERTABLE DIVIDERS WITH BIG TABS, WHITE, CLEAR TAB,5-TAB	SET	A2
ROUND RING ECONOMY VIEW BINDER, 1" CAPACITY, WHITE	EACH	A2
ROUND RING ECONOMY VIEW BINDER 2" CAPACITY WHITE	EACH	A2
ROUND RING ECONOMY VIEW BINDER, 3" CAPACITY WHITE	EACH	A2
FILE FOLDERS 1/3 CUT LETTER SIZE MANILA, 100/BOX	BOX	A2
FILE FOLDERS 1/3 CUT LEGAL SIZE MANILA, 100/BOX	BOX	A2
EXHIBIT LABELS	EACH	A3
CALCULATOR RIBBON, BLACK RED	EACH	A3
RUBBER BANDS SIZE 32, 1/4 LB PACK-	PACK	B1
RUBBER BANDS SIZE 64 1/4 LB PACK	PACK	B1
RUBBER BANDS SIZE 18 1/4 LB PACK- -	PACK	B1
RUBBER BANDS SIZE 19 1/4 LB PACK	PACK	B1
SMALL BINDER CLIPS BLACK, 12 CLIPS PER BOX, 12 BOXES	BOX	B1
SMALL BINDER CLIPS BLACK, 12 CLIPS PER BOX, SINGLE BOX	EACH	B1
MEDIUM BINDER CLIPS BLACK,12 CLIPS PER BOX, 12 BOXES	BOX	B1
MEDIUM BINDER CLIPS BLACK, 12 CLIPS PER BOX, SINGLE BOX	EACH	B1
LARGE BINDER CLIPS, BLACK, 12 CLIPS PER BOX, SINGLE BOX	EACH	B1
PAPER CLIPS SMOOTH NO. 1 SILVER (SMALL), 100 CLIPS PER BOX, 10 BOXES	BOX	B1
PAPER CLIPS SMOOTH NO. 1 SILVER (SMALL), 100 CLIPS PER BOX, SINGLE BOX	EACH	B1
PAPER CLIPS JUMBO SILVER 100 CLIPS, 100 CLIPS PER PACK, 10 BOXES	BOX	B1

PAPER CLIPS JUMBO SILVER 100 CLIPS, 100 CLIPS PER PACK, SINGLE BOXES	EACH	B1
WIREBOUND TOP-OPENING MEMO BOOK, 3"X5", HOLE PUNCHED COLLEGE RULED, ASSORTED COLORS, SINGLE	EACH	B2
WIREBOUND TOP-OPENING MEMO BOOK, 3"X5", HOLE PUNCHED COLLEGE RULED, ASSORTED COLORS,	PACK	B2
SPIRAL BOUND PHONE MESSAGE BOOK, SINGLE	EACH	B2
STENO BOOKS, 6"X9", GREGG RULED, GREEN TINT, 12/PACK	PACK	B2
STENO BOOKS, 6"X9", GREGG RULED, GREEN TINT, SINGLE	EACH	B2
PERFORATED WRITING PAD, 5"X8", YELLOW, 12/PACK	PACK	B2
PERFORATED WRITING PAD, 5"X8", YELLOW, SINGLE	EACH	B2
PERFORATED WRITING PAD, 8 1/2" X 11" (LETTER SIZE) YELLOW, 12/PACK	PACK	B2
PERFORATED WRITING PAD, 8 1/2" X 11" (LETTER SIZE) YELLOW, SINGLE	EACH	B2
PERFORATED WRITING PAD, 8 1/2" X 14" (LEGAL SIZE) YELLOW, 12/PACK	PACK	B2
PERFORATED WRITING PAD, 8 1/2" X 14" (LEGAL SIZE) YELLOW, SINGLE	EACH	B2
HANGING FOLDERS, 1/3 CUT, LETTER SIZE, GREEN, 25/BOX	BOX	C3
HANGING FOLDERS, 1/3 CUT, LEGAL SIZE, GREEN, 25/BOX	BOX	C3
ALL PURPOSE ENVELOPES #10 WHITE 500/BOX	BOX	B3
WINDOW ENVELOPES/ WINDOW ON BOTTOM LEFT #10 WHITE 500/BX	BOX	B3
12-SHEET DELUXE TWO AND THREE HOLE ADJUSTABLE PUNCH, BLACK	EACH	C2
30-SHEET TWO HOLE PUNCH, BLACK	EACH	C2
SWINGLINE 545 ANTIMICROBIAL STANDARD DESK STAPLER, BLACK	EACH	C2
SWINGLINE STANDARD STAPLES ECONOMY CHISEL POINT, FULL-STRIPS	BOX	C1
JAW STYLE STAPLE REMOVER BLACK	EACH	C1
SHARPIE FINE POINT PERMANENT MARKERS, BLACK, 12/BOX	BOX	C1
SHARPIE FINE POINT PERMANENT MARKERS, BLACK, SINGLE	EACH	C1
SHARPIE KING SIZE PERMANENT MARKERS, CHISEL TIP, BLACK, 12/BOX	BOX	C1
SHARPIE KING SIZE PERMANENT MARKERS, CHISEL TIP, BLACK, SINGLE (5 available)	EACH	C1
ACCENT HIGHLIGHTER, CHISEL TIP PURPLE, 12/BOX	BOX	C1
ACCENT HIGHLIGHTER, CHISEL TIP PURPLE, SINGLE	EACH	C1
ACCENT HIGHLIGHTER, CHISEL TIP, YELLOW, 12/BOX	BOX	C1
ACCENT HIGHLIGHTER, CHISEL TIP, YELLOW, SINGLE	EACH	C1
ACCENT HIGHLIGHTERS, BLUE, SINGLE	EACH	C1
ACCENT HIGHLIGHTERS, BLUE, 12/BOX	BOX	C1
ACCENT HIGHLIGHTER, CHISEL TIP, ORANGE, 12/BOX	BOX	C1
ACCENT HIGHLIGHTER, CHISEL TIP, ORANGE, SINGLE	EACH	C1
ACCENT HIGHLIGHTER, CHISEL TIP, GREEN, 12/BOX	BOX	C1
ACCENT HIGHLIGHTER, CHISEL TIP, GREEN, SINGLE	EACH	C1
ACCENT HIGHLIGHTER, CHISEL TIP, PINK, 12/BOX	BOX	C1
ACCENT HIGHLIGHTER, CHISEL TIP, PINK, SINGLE	EACH	C1
PEN-STYLE HIGHLIGHTER, GREEN, 12/BOX	BOX	C1
PEN-STYLE HIGHLIGHTER, GREEN, SINGLE	EACH	C1
PEN-STYLE HIGHLIGHTER, PINK, 12/BOX	BOX	C1
PEN-STYLE HIGHLIGHTER, PINK, SINGLE	EACH	C1

PEN-STYLE HIGHLIGHTER, BLUE, 12/BOX	BOX	C1
PEN-STYLE HIGHLIGHTER, BLUE, SINGLE	EACH	C1
PEN-STYLE HIGHLIGHTER, ORANGE, 12/BOX	BOX	C1
PEN-STYLE HIGHLIGHTER, ORANGE, SINGLE	EACH	C1
PEN-STYLE HIGHLIGHTER, YELLOW, 12/BOX	BOX	C1
PEN-STYLE HIGHLIGHTER, YELLOW, SINGLE	EACH	C1
BIC ATLANTIS RETRACTABLE BALLPOINT PEN, MEDIUM POINT, RED-12/BOX	BOX	C2
BIC ATLANTIS RETRACTABLE BALLPOINT PEN, MEDIUM POINT, RED, SINGLE	EACH	C2
BIC GLIDE RETRACTABLE BALLPOINT PEN, MEDIUM POINT, BLUE-12/BOX	BOX	C2
BIC GLIDE RETRACTABLE BALLPOINT PEN, MEDIUM POINT, BLUE, SINGLE	EACH	C2
BIC GLIDE RETRACTABLE BALLPOINT PEN, MEDIUM POINT, BLACK-12/BOX	BOX	C2
BIC GLIDE RETRACTABLE BALLPOINT PEN, MEDIUM POINT, BLACK, SINGLE	EACH	C2
PAPERMATE FLEXGRIP ELITE BALLPOINT RETRACTABLE PEN, BLUE, FINE POINT, 12/BOX	BOX	C2
PAPERMATE FLEXGRIP ELITE BALLPOINT RETRACTABLE PEN, BLUE, FINE POINT, SINGLE	EACH	C2
PAPERMATE FLEXGRIP ELITE BALLPOINT RETRACTABLE PEN, BLACK, FINE POINT, 12/BOX	BOX	C2
PAPERMATE FLEXGRIP ELITE BALLPOINT RETRACTABLE PEN, BLACK, FINE POINT, SINGLE	EACH	C2
PAPERMATE COMFORTMATE ULTRA BALLPOINT RETRACTABLE PEN, BLACK, MEDIUM 12/BOX	BOX	C2
PAPERMATE COMFORTMATE ULTRA BALLPOINT RETRACTABLE PEN, BLACK, MEDIUM, SINGLE	EACH	C2
PAPERMATE COMFORTMATE ULTRA BALLPOINT RETRACTABLE PEN, BLUE, MEDIUM 12/BOX	BOX	C2
PAPERMATE COMFORTMATE ULTRA BALLPOINT RETRACTABLE PEN, BLUE, MEDIUM, SINGLE	EACH	C2
PAPERMATE COMFORTMATE ULTRA BALLPOINT RETRACTABLE PEN, RED, 12/BOX	BOX	C2
PAPERMATE COMFORTMATE ULTRA BALLPOINT RETRACTABLE PEN, RED, SINGLE	EACH	C2
PAPERMATE BALLPOINT STICK PEN, BLUE, MEDIUM, 12/BOX	BOX	C2
PAPERMATE BALLPOINT STICK PEN, BLUE, MEDIUM, SINGLE	EACH	C2
PAPERMATE BALLPOINT STICK PEN, BLACK, MEDIUM, 12/BOX	BOX	C2
PAPERMATE BALLPOINT STICK PEN, BLACK, MEDIUM, SINGLE	EACH	C2
BIC SOFT FEEL RETRACTABLE BALLPOINT PEN MEDIUM, BLACK, 12/BOX	BOX	C2
BIC SOFT FEEL RETRACTABLE BALLPOINT PEN MEDIUM, BLACK, SINGLE	EACH	C2
BIC SOFT FEEL RETRACTABLE BALLPOINT PEN MEDIUM, BLUE, 12/BOX	BOX	C2
BIC SOFT FEEL RETRACTABLE BALLPOINT PEN MEDIUM, BLUE, SINGLE	EACH	C2
CLEAR PUSH PINS, PLASTIC, 100/PACK	PACK	C2
PLASTIC LETTER OPENER	EACH	C2
AVERY DISPENSER PACK HOLE REINFORCEMENTS, WHITE, 200/PACK	PACK	C2
WESTCOTT WOOD RULER 12"	EACH	C2
ECONOMY SCISSORS, 7" STRAIGHT HANDLE, STAINLESS STEEL, BLACK	EACH	C2
ECONOMY WOOD PENCIL, #2, YELLOW 12/BOX	BOX	C2
BROWN CLASP ENVELOPES, 9'X12" , 100/BOX	BOX	C3
CD-R SPINDLE 700MB, 80-MIN, CLEAR, 100/PACK	PACK	D
CD-RW HIGHSPEED 8-12 X 80 MIN 700MB 25/PACK	PACK	D
OFFICE DEPOT BRAND CLEANING DUSTER 10OZ (CANNED AIR) PACK OF 6	BOX	D
OFFICE DEPOT BRAND CLEANING DUSTER 10OZ (CANNED AIR)	EACH	D

AAA BATTERIES, 24 PER BOX	BOX	D
AAA BATTERIES, 4 PACK	PACK	D
AAA BATTERIES, INDIVIDUAL	EACH	D
AA BATTERIES, 24 PER BOX	BOX	D
AA BATTERIES, 4 PACK	BOX	D
AA BATTERIES, INDIVIDUAL	EACH	D
C BATTERIES, 12 PER BOX	PACK	D
C BATTERIES, INDIVIDUAL	EACH	D
D BATTERIES 12 PER BOX	PACK	D
D BATTERIES, INDIVIDUAL	EACH	D
9 VOLT BATTERIES, 12 PER BOX	BOX	D
9 VOLT BATTERIES, INDIVIDUAL	EACH	D
SHIPPING TAPE, MULTIPURPOSE, 1.89"X54.6YD, CLEAR PACK OF 6	PACK	E
SHIPPING TAPE, MULTIPURPOSE, 1.89"X54.6YD, SINGLE	EACH	E
SCOTCH DESK TAPE DISPENSER	EACH	E
INVISIBLE TAPE, INDIVIDUAL	EACH	E
INVISIBLE TAPE, SLEEVE, PACK OF 12	PACK	E
SELF STICK NOTES, 1 3/8 X 1/7/8, (SMALL) YELLOW, 12/PACK	PACK	E
SELF STICK NOTES, 3X3, YELLOW, 12/PACK	PACK	E
SELF STICK NOTES, 3X5, YELLOW, 12/PACK	PACK	E
POST IT ARROW FLAGS, ASSORTED BRIGHT COLORS, 96/PACK	PACK	E
TOMBOW MONO CORRECTION TAPE WHITE NON REFILLABLE, 10 PACK	PACK	F
TOMBOW MONO CORRECTION TAPE WHITE NON REFILLABLE, INDIVIDUAL	EACH	F