FRONT OFFICE & ADMINISTRATION supply list

Here are all the essentials to support your front office & administration activities.

	ITEM #	DESCRIPTION
	1481883	Hammond & Stephens 3-Part Carbonless Student Discipline Referral Form, 5 x 8 Inches, White, Pack of 100
	1400761	School Smart Retractable Ballpoint Pen Fade Resistant Medium Tip Black Pack of 12
	2006476	School Smart D Ring View Binder Polypropylene 1 Inch Black
	1125380	Safco Mesh Desktop Organizer, 4-Compartments, 17 x 10-3/4 x 7-3/4 Inches, Black
	1591739	Lorell LED Contemporary Desk Lamp Chrome
	1334653	Ticonderoga Wood-Cased Pencils No 2 HB Unsharpened Black Pack of 12
	1464997	Motorola RMU2080D Two-Way UHF 2 W Radio 8-Channels Weather Band 250000 Square Foot Range

	ITEM #	DESCRIPTION
	1481870	Hammond & Stephens Corridor Pass, 3 x 5 Inches, 100 Sheets per Pad, Pack of 10 Pads
	1508507	Quartet Infinity 36 in Glass Magnetic Calendar Board 36 x 24 Inches White
	1310185	Fellowes Powershred 225i Jam Proof Strip-Cut Shredder 20 Sheets per Pass 30-47/50 X 17-3/4 X 17-3/23 in
	1473619	Hammond & Stephens KPG 3 Parts Carbonless Record Receipt Book, 8-1/2 x 11 inches, 160 Receipts, Pre-Numbered
	1506267	Sentry Executive Security Safe 21-7/10 x 19-4/5 x 37-7/10 in 6.1 cubic ft Black
	4002545	Ghent DecoAurora Magnetic Porcelain Whiteboard with Aluminum Frame
	1481884	Hammond & Stephens 4-Part Carbonless Detention Notice Form, 5 x 8 Inches, White, Pack of 100

FRONT OFFICE & ADMINISTRATION supply list

Here are all the essentials to support your front office & administration activities.

	ITEM #	DESCRIPTION
	674849	Ghent Magnetic Porcelain Steel Markerboard with Aluminum Frame 4 x 12 feet
	2005737	Lorell Two-Toned Certificate Frame 11 x 8-1/2 Inches Rosewood
	2005738	Lorell Wide Wood Poster Frame Wall Mountable 24 x 36 Inches Black
	1109392	Durable Panel Extension Set for SHERPA Desk Reference System, Assorted Colors.
	1125379	Safco Multi-Purpose Mesh Desktop Organizer, 17 x 6-3/4 x 7-3/4 Inches, Black
	1597644	Officemate Eco-Punch Electric 2-3 Hole 30 Sheet Capacity
	1573350	Brother P-touch PT-H110 Label Maker

	ITEM #	DESCRIPTION
	2090632	DYMO LabelWriter 5XL Label Printer
	1599422	Advantus Badge Stickers "Visitor", 3-1/2 x 2-1/4 Inches, Pack of 100, White/Blue
	082261	School Smart Expanding Poly String Envelopes Letter Size Side Load Clear Pack of 12
	1540635	School Smart Take Home Folder Assorted Colors Set of 24
	1595335	Bostitch Battery Operated Electric Stapler Black
	078289	Hayes Student of the Month Certificate 11 x 8-1/2 Inches Paper Pack of 30 Months and Red Ribbon Design
	078293	Hayes Recognition Certificates 11 x 8-1/2 inches Paper Pack of 30

FRONT OFFICE & ADMINISTRATION supply list

Here are all the essentials to support your front office & administration activities.

	ITEM #	DESCRIPTION
	2133843	PDU CAT Special Award Ribbon
	2133844	PDU CAT Perfect Attendance Ribbon
	2133845	PDU CAT Honor Roll Ribbon
	2003454	Teacher Created Resources Happy Birthday Slap Bracelets Balloon Print Pack of 10
	2132041	Astrobrights Photo Op Frame Happy Birthday & Celebrate
	2132543	Carson Dellosa Birthday Crowns Pack of 30
	2021049	Teacher Created Resources Confetti Happy Birthday Wear 'Em Badges Pack of 32

	ITEM #	DESCRIPTION
	2123892	Cra-Z-Art Happy Birthday Pencils No 2 Pre-Sharpened Class Pack of 250
	2040088	School Smart Take Home Envelope 10 x 13 Inches Gray, Pack of 100
	1134825	Safco Reveal 6 Magazine and 6 Pamphlet Display 30 x 2 x 34-3/4 Inches Clear
	620406	Ghent 2 Door Enclosed Vinyl Letter Board with Satin Aluminum Headliner Frame 3 x 5 feet, Black
	1089578	Safco Steel Suggestion Box with Lock 7-1/4 x 6 x 8-1/2 Inches, Black
	1473632	Hammond & Stephens 1032-03-10 Tardy Slip Pad, 3 x 5 Inches, Pack of 10
	1481894	Hammond & Stephens Data Insert for Cumulative Record Folder, 9 x 11-3/4 Inches, Set of 25

FRONT OFFICE & ADMINISTRATION supply list

Here are all the essentials to support your front office & administration activities.

	ITEM #	DESCRIPTION
	1485887	Hammond & Stephens Cumulative Record Special Help Insert, Blue, Pack of 25
	2140826	Hammond & Stephens Standard Cumulative Record Folder, 11-3/4 x 9-1/4 Inches, Manila, Pack of 100
	2150252	" Scotch Non-Stick Unboxing Scissors, 8 Inches"
	1311381	Classroom Select Executive Chair, 25-3/4 x 29-3/4 x 45-1/2 - 49 Inches, Black
	1309133	C-Line Magnetic Style Name Badge Kit, 4 x 3 Inches, Pack of 20
	1134825	Safco Reveal 6 Magazine and 6 Pamphlet Display, 30 x 2 x 34-3/4 Inches,
	2134645	Fellowes PlushTouch Mouse Pad with Wrist Rest Foam Fusion Black

	ITEM #	DESCRIPTION
	2135300	Logitech MK710 Performance Wireless Keyboard and Mouse Combo Black
	2135231	Logitech Wireless Presenter R400 with Laser Pointer, Black
	2148805	Victor High Rise Height Adjustable Standing Desk with Keyboard Tray
	2003503	School Smart Recycle Bin, 9 Gallon, Blue

All rights reserved. ©2025 School Specialty, LLC
LE_51503 | 7/25