SUPPLIES FOR COMMITTEE WORKROOMS

(Double everything for two locations)

Documentation
QEP
Compliance Certification
Focused Report
Student Complaint Logs
Course Catalogs
Information on Programs
Institution Marketing Materials (optional)
Institution Magazines or something to show culture of the institution (optional)

Equipment
Copier/Printer/Scanner
Shredder (heavy duty)
Multiple plugs for laptops, cell phone chargers
Extension cords

Office Supplies
White out
Staples
Stapler
Binder clips assorted sizes
Hole punch
Extension cords/surge protectors
Pens (blue, black, red)
Pencils
Highlighters
Notepads
Post-it notes various sizes
Paper clips
Staple remover
Dry erase markers, white board
Organizer/bin for supplies
3 ring notebooks (½ inch; 1½ inch)
8- and 5-Tabs / Clear label
USB drives
CDs
White cardstock
Letter paper
Legal paper
Tabloid paper
Toner/ink for printer