

OFFICE SUPPLIES-WRHA EMERGENCY RESPONSE FILE BOX -Updated July 13, 2018

Item Description	Quantity	Catalogue Price Per Item	Sub-total	G&T Item #	Actual cost per item w/WRHA discount applied	NEW sub-total	Additional Notes
Clipboard	2	\$3.79	\$7.58	10031	\$2.58	\$5.16	
Scotch Tape Dispenser (package of 8)	1	\$3.22	\$3.22	810DIS12X33	\$2.74	\$2.74	
Scotch Tape (package of 12)	1	\$3.29	\$3.29	600BOX12X33	\$1.91	\$22.92	1.91 each or \$22.92/pkg of 12
Ruler (12") Acme Metric/Imperial Wood Ruler	1	\$1.99	\$1.99	40530	\$1.27	\$1.27	
Stapler	1	\$7.99	\$7.99	99126	\$3.09	\$3.09	
Staples (box)	1	\$1.48	\$1.48	99500	\$0.75	\$0.75	
Staple Remover-Pinch-Style	1	\$0.99	\$0.99	99851	\$0.48	\$0.48	
Binder Clips (box)-medium 1/2" capacity	1	\$2.29	\$2.29	99822	\$0.47	\$0.47	
Binder Clips (box)-mini 1/4" capacity	1	\$0.99	\$0.99	99817	\$0.28	\$0.28	
Mechanical Pencils (box of 12)	1	\$5.88	\$5.88	MPF11	\$3.84	\$3.84	
Pens-Blue fine (box of 12)	1	\$1.92	\$1.92	99055	\$1.20	\$1.20	
Marker Black Permanent-Sharpie Chisel (box of 12)	1	\$1.24	\$1.24	38201-0	\$9.72	\$9.72	.81 each or \$9.72/box of 12
Calculator	1	\$5.79	\$5.79	EL243	\$3.84	\$3.84	
Highlighter pen - Yellow (box of 12)	1	\$7.68	\$7.68	99193	\$3.48	\$3.48	
Highlighter pen- Pink (box of 12)	1	\$7.68	\$7.68	99194	\$3.48	\$3.48	
Highlighter pen - Blue (box of 12)	1	\$7.68	\$7.68	99195	\$3.48	\$3.48	
Highlighter pen - Green (box of 12)	1	\$7.68	\$7.68	99196	\$3.48	\$3.48	
Push Pins (box of 100, clear)	1	\$1.99	\$1.99	71606	\$1.10	\$1.10	
Envelopes 9x12 (25 pack)	1	\$5.88	\$5.88	99973	\$3.78	\$3.78	
Scissors	1	\$5.15	\$5.15	99405	\$2.76	\$2.76	
Post It Notes 3x3" (12 pack)	1	\$9.60	\$9.60	99140	\$3.00	\$3.00	
Note Pad (pack of 5)	1	\$7.95	\$7.95	99730	\$5.00	\$5.00	
Total:			\$105.94		\$61.73	85.32	

Forms-WRHA PPH EMERGENCY RESPONSE FILE BOXES-Updated July 13, 2018

Form Title(s)	Quantity per File Box	Notes
Car Allowance Form	5	Single Sided
PPH Emergency Response Health Services Record	150	
PPH Emergency Response Health Services Record User Guide	5	Page protectors suggested for user guides.
Single Issue Form	100	
Single Issue Form User Guide	2	
Community Health Services Communication Form (Carbon Copy)	50	
Mobile Team Client List	50	
Mobile Team Client List User Guide	5	
Progress Notes	150	Staple single sided form behind the Disaster Health Services form
Progress Notes User Guide	5	
Paid Hour Adjustment Form	25	
Personnel Check-in List	25	