



# WATCHUNG HILLS REGIONAL HIGH SCHOOL

ELIZABETH C. JEWETT, PhD  
SUPERINTENDENT

TIMOTHY M. STYS, CPA  
BUSINESS ADMINISTRATOR

WILLIAM J. LIBRERA  
PRINCIPAL

## School Office Supplies - Basic Inventory

Please place supply orders through [FMX](#).

1. [Binders \(1" Only\)](#)
2. [Binder Clips \(Small, Medium, & Large\)](#)
3. [Copy Paper \(8.5" x 11", 8.5" x 14", & 11" x 17"\)](#)
4. [Color Copy Paper \(8.5" x 11" in Canary Yellow, Goldenrod, Pink, Blue, & Green\)](#)
5. [Disinfecting Wipes](#)
6. [Envelopes \(No. 10 Business - WHRHS Address, Plain, & Window\)](#)
7. [Envelopes \(10" x 13" Interoffice\)](#)
8. [File Folders \(Manila, 1/3 Top Tab Letter Size\)](#)
9. [File Folder Hangers \(Green, Letter Size\)](#)
10. [Hand Sanitizer \(Wall-Mounted Only\)](#)
11. [Paper Clips \(Small & Jumbo\)](#)
12. [Paper Towels \(Art & Science Rooms\)](#)
13. [Paper Towels \(Nurse, Art & Science Rooms\)](#)
14. [Pencils](#)
15. [Pens \(Black\)](#)
16. [Pens \(Blue\)](#)
17. [Pens \(Red\)](#)
18. [Post It Notes](#)
19. [Staple Refills](#)
20. [Staplers](#)
21. [Tape Refill](#)
22. [Tape Dispensers](#)
23. [Tissues](#)
24. [Whiteboard Cleaning Wipes](#)
25. [Whiteboard Erasers](#)
26. [Whiteboard Markers \(Assorted Colors or Black\)](#)

*\* If you need anything not listed here, please contact your Supervisor.\**