

# Office Supply Shop

## Guidelines:

All items in the office supply shop are available on a first come, first served basis and must be picked up in person. The inventory list will be updated at the beginning of each month but may change day to day. Supplies can not be reserved.

To pick up supplies, donate supplies, or be added to the mailing list, please contact Joe Anderson at x4208 or [janders2@Bowdoin.edu](mailto:janders2@Bowdoin.edu)

## Accepted Items:

Most office supplies in useable condition\*.

### Including, but not limited to:

Writing utensils (pens, pencils, markers, etc.)

Organizing Items (letter trays, drawer dividers, file holders)

Paper (All sizes and colors)

Binders

Desktop accessories (staplers, hole punchers, pencil cups, tape dispensers)

Envelopes

Note pads

\*contact Joe Anderson for any questions about items that can be donated. Keep in mind, items that may not be useable on campus might still be appropriate for donation to local nonprofits.

# Office Supply Shop

Updated: 3/2/2020

Staplers  
3-hole punch  
Paper clips  
Binder clips  
Rubber bands  
File trays (various sizes and styles)  
Bookends  
Velcro  
Glue sticks  
Envelopes (various sizes)  
Chalk  
Labels (various sizes and types)  
File jackets  
Poster putty  
Transparencies  
Nametags  
Divider tabs  
3-ring binders (1" – 5" various colors)  
Cardboard ballot boxes  
Bulletin boards  
Sign holders  
Twine  
Mailboxes  
Computer bags  
... and much more!



