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| **SoMS STATIONERY REQUISITION FORM-STAPLES** |
| **Attached this form to a purchase requisition form** |

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| **PENS & MARKERS** | | |
|  |  |  |
| 18839409 | Pens BIC black medium bx/50 |  |
| 18839411 | Pens BIC blue medium box/50 |  |
| 18839413 | Pens Ballpoint red Medium box/50 |  |
| 18835492 | Highlighter Chisel Tip 2.0-5.0mm Yellow Box 5 |  |
| 18835488 | Highlighter Chisel Tip 2.0-5.0mm Green Box 5 |  |
| 18835489 | Highlighter Chisel Tip 2.0-5.0mm Orange Box 5 |  |
| 18835490 | Highlighter Chisel Tip 2.0-5.0mm Pink Box 5 |  |
| 18835487 | Highlighter Chisel Tip 2.0-5.0mm Blue Box 5 |  |
| 10000518 | Whiteboard Marker Recycled Bullet Tip 1.5-3.0mm Black Box 10 |  |
| 53001005 | Whiteboard Staples Remarx Marker Bullet Tip 1.5-3.0mm Red each |  |
| 10000519 | Whiteboard Marker Recycled Bullet Tip 1.5-3.0mm Blue Box 10 |  |
| 53870006 | Whiteboard Marker Artline 577 Bullet Tip 2.0mm Green each |  |
| 86570992 | Pencils Marbig Economy HB Box 20 |  |
| 18710456 | Pencils 2B Staedtler Graphic bx12 |  |
| 27633000 | Eraser large |  |
| 66636300 | Sharpener single metal |  |
| 10005418 | Sharpener with container |  |
| 87142914 | Staples Glue Stick 20g |  |
| 73340700 | Ruler clear plastic 30mm |  |
| 87261457 | Manilla Folder A4 Buff Staples Box 100 |  |
| 03760000 | Exercise Book 225X175mm 128 Pg 8mm |  |
| 87215024 | Writing Pad A4 Ruled Bond 60gsm White 100 Sheets Pack 10 |  |
| 86701308 | Spiral Notebook A4 No.336 240p |  |
| 10003706 | Spiral Notebook Shorthand 200X125mm Cover Top Opening 300p |  |
| 86600090 | Foldback Clips 15mm Box 12 |  |
| 30713500 | Foldback Clips 19mm Box 12 |  |
| 30758800 | Foldback Clips 25mm Box 12 |  |
| 30804100 | Foldback Clips 32mm Box 12 |  |
| 30849400 | Foldback Clips 41mm Box 12 |  |
| 30894700 | Foldback Clips 51mm Box 12 |  |
| 29445000 | Paper Clip 28mm Steel Box 100 |  |
| 29490300 | Paperclips large 33mm |  |
| 29580900 | Paperclips large 33mm coloured |  |
| 29535600 | Paper Clip 50mm Steel Box 100 |  |
| 63873000 | Drawing pins box 100 |  |
| 86678485 | Push pins assorted colour bx 50 |  |
| 09830500 | Correction fluid liquid paper white 20ml |  |
| 86760467 | Correction tape 5mmx8m |  |
| 86644019 | Sheet Protector heavy duty a4 box 100 |  |
| 25000391 | sticky notes 76x76 yellow pk/12 |  |
| 86582292 | post-it notes 34x47mm pkt12 |  |
| 74790300 | Scissors Office 210 mm |  |
| 86582274 | staples standard 26/6 pkt-5000 pkt |  |
| 86762445 | tape adhesive office 12 x 33 mm roll/6 |  |
| 86762448 | tape adhesive office 18 x 66 mm roll |  |
| 87172930 | staple remover |  |
| 74926000 | Marbig standard desk stapler |  |
|  |  |  |
| 87217186 Staples Carbon Neutral 20% Recycled A4 Copy Paper 80gsm White Box 5 Reams | A4 Copy Paper 80gsm White Box 5 Reams |  |
| 86528752 | Dilmah Black Tagged Tea Bags Carton 1000 |  |
| 86512979 | Nescafe Blend 43 Instant Coffee Sticks 1.7g Carton 1000 |  |
| 18800766 | CSR Premium White Single Serve Sugar Sticks 3g Carton 2500 |  |
| 87211228 | Earth Choice Dishwashing Liquid 1Litre |  |