

LIBRARY SUPPLIES REQUISITION

Requisition Catalog - 2017-2018



Requisitioner Information:

User Code: _____

Password: _____

Requisition Website: www.dcmoboces.com/bidreq

Please follow the instructions listed below when requisitioning on-line.

To use the on-line requisitioning program you only need to be familiar with using the mouse and keyboard operations and basic navigating skills for the Internet. If you should have any questions or problems please email Deb Bestwick at bestwicd@dcmoboces.com

- Equipment Required:
 - Computer/Laptop with Internet access.
 - **Requisition Website:** www.dcmoboces.com/bidreq

The website is also available as a link off the Cooperative Purchasing webpage at www.dcmoboces.com, click on Management Services then Cooperative Purchasing to obtain the webpage. The link to the requisitions site is located on the left side of the page under “Cooperative Purchasing”.

INSTRUCTIONS FOR USING THE PDF OF THE REQUISITION BOOKLET:

If you are using a PDF copy of the requisition booklet – Please follow the instructions below to view the booklet and requisition on your monitor or laptop.

Windows: Open the PDF booklet you wish to use and the internet browser. Right click on your tool bar select “show windows side by side”. Navigate to the requisitioning portal, Log in. You can search the PDF document by typing in a key word in the search field at the top of the page. Once you find the item you wish to order you can enter the “Item #” in the appropriate field on the requisition page.

Apple: If you are using a PDF of the booklet and you are using an Apple product here is how to view the PDF and requisition portal.

Mac: Open either Firefox or Safari. You can adjust the window by dragging the right side of the screen so it is half the screen. To open an additional browser window, select new window from the file button and adjust if necessary.

Ipad: You can view the PDF and Requisition portal on separate screens or tabs in your browser then you toggle between the screens.

There will be additional information and training resources available off our website under related links.

www.dcmoboces.com/bidreq

TRAINING VIDEOS:

Tutorials and training videos are available off our website on how to utilize the requisitioning process. They can be found here:

http://www.dcmoboces.com/coop_training_videos

Please make sure you have the latest version of Windows Explorer or try viewing by Firefox or **Google Chrome**. Old browsers will not play the tutorials.

DETAILED INSTRUCTIONS: Using the On-Line Requisitioning Portal with the Booklet

- First, review the list of items available within the requisitioning catalog booklet.

- Make a check mark or indicate a quantity of the items you require in the requisition booklet, so that you can quickly locate and identify these items when you are logged into the on-line requisitioning program.
- If you are using the PDF booklet you can electronically place a quantity in the quantity cell and save the booklet. Remember to save the booklet to your hard drive or jump drive with a file name that you will remember as your 2017/2018 requisition order.
- If you require more information on an item or need a picture to identify an item, you can obtain this information from the appropriate vendor’s webpage using the following instructions. Research on any item should be conducted before entering the Online Requisitioning Program.

Below is the vendor’s website for reviewing items found within the requisition booklet.

www.demco.com

Most items can be viewed on the vendor’s website. The vendor’s part number will be found at the end of the description for items listed on the requisition sheets.

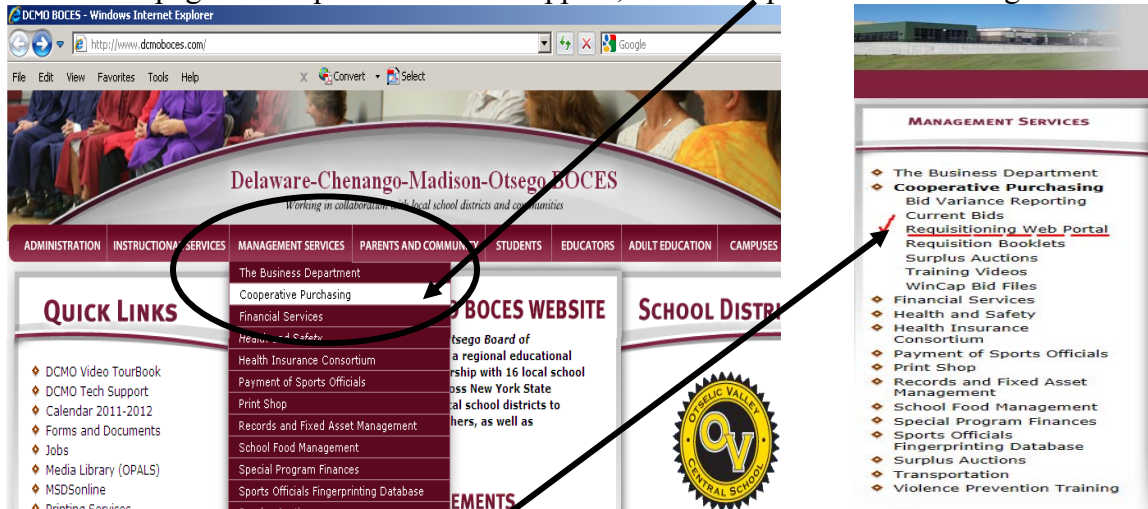
ITEM #	QTY.	ITEM DESCRIPTION	U/M
BOOK ENDS			
66875		5-1/2 Inch Non-Skid Bookend Bases, Cork Base - /Pkg - H66875	PKG
07585		5-1/2 Inch Polyester-Coated Steel Bookends, Cork Base, Specify Color - 2/Set - H16607	SET
07584		5-1/2 Inch Polyester-Coated Steel Bookends, Plain Base, Specify Color - 2/Set - H16604	SET
07586		7-3/4 X 6 X 4 Inch Magnetic Steel Bookends, Specify Color - 2/Set - H36595	SET
66877		9 Inch Non-Skid Bookend Bases, Cork Base - 12/Pkg - H66877	PKG

We require that you use the website listed above for reviewing items found within this booklet. This website should also be used if you need to add items not found in the booklet (you may also use the catalog). The vendor website is also available as a link off the DCMO BOCES Cooperative Purchasing Webpage; click on “School and Office Supplies” listed under “Vendor Links”, on the “Helpful Link” page. Please note that a small number of items may not be viewable on the vendor’s website. – please read the helpful hint for finding item not in the booklets.

- To search items on the vendor’s website, click on the search engine box towards the center of the Vendor’s website. Place the BOCES number in the Search engine; click search to see a more detailed description and picture of the BOCES item.
- For items not found in the order booklet, please search the recommended vendor’s website for the item you require; write down in the back of the booklet (on the page provided) the vendor’s item ordering number, a brief description of the item, vendor’s unit of measure (e.g., dozen, set, pair, each etc., price), color desired and size (if applicable).

Please note that the use of any vendor’s website to review or requisition items is only done as a means to be consistent with the requisitioning process; the BOCES is not recommending or endorsing the use of this vendor or their products.

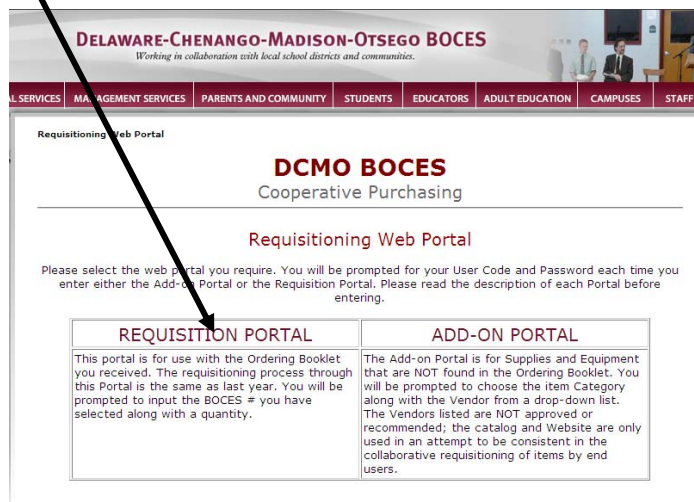
After you have identified the items you require go to the DCMO BOCES website at www.dcmoboces.com. Scroll across “Management Services” located in the maroon bar in the middle of the page. A drop down box will appear, select Cooperative Purchasing and click.



- Go to the “**Online Requisition System**” Link located at the left of the Cooperative Purchasing Website or type: www.dcmoboces.com/bidreq
- **Bookmark this website and click the Link to enter the Requisition Portal.**

Adding Items from the Requisition Booklet into the Requisition Portal – Step 1

- **Requisitioning Web Portal – select the Requisition Portal which uses the booklet, the Add-On Portal to add items not found in the booklet will be used in Step 2.**

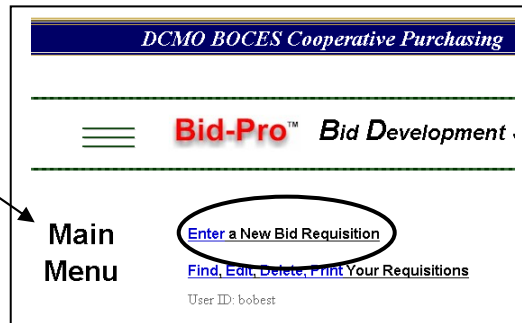


- First, click on the “**Requisitioning Portal**” to requisition items from the booklet. A log on box will appear.
- Click on the “**User Name**” box and enter your **User Code**, (example BOBEST), hit the “**Tab**” key and the cursor will move to the “**Password**” box, enter your **Password** and hit the “**Enter**” key or click “**OK**”.

If you are at your private computer you may click “remember my password” This will allow you to log back into your requisition without typing your log on.



- On the **Main Menu**, click on “**Enter a New Bid Requisition**”

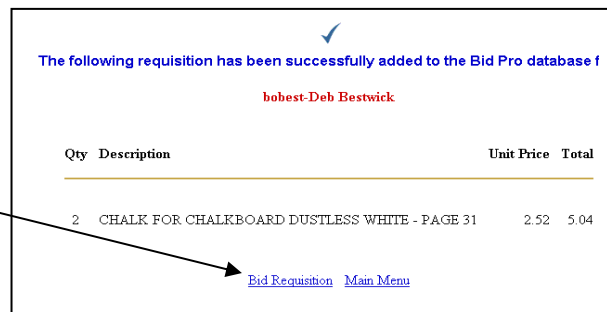


- You are now at the requisition page and should be ready to enter the items you have selected. Click on the “**BOCES Item Number**” field and enter the item number listed in the requisition booklet (to the left of the item description), hit the “**Tab**” key to move to the “**Quantity**” box and enter the quantity required. When complete, hit the “**Enter**” key or “Submit Request” Button.



The quantity desired should reflect the correct **Unit of Measure**. **Example:** The Unit of Measure (U/M) for pencils is “Box.” One box equals twelve (12) pencils, therefore if twelve (12) pencils are required, only one (1) box should be ordered. It is the responsibility of the Requisitioner to make sure the correct quantity is ordered.

- After you have hit “**Enter**”, the on-line program we verify that the item selected has been accepted.



To return to the **Requisition** screen, click on “**Bid Requisition**” at the bottom of the page and continue to add your items into the on-line program.

- At any time during the requisitioning process you may click on the “**Main Menu**” at the bottom of any screen to return to the Main Menu and review your complete requisition on-line. To review your requisition click on “**File, Edit, Delete, Print Your Requisition**”



- On the next screen click on “**Start Search**”.



- The requisition screen will have a subtotal of each item along with a grand total at the bottom. Changes may be made by simply clicking on the hypertext item number.

Qty.	BOCES Item #	Unit Description	Unit Price
10	3062708	EA MARKER PERMANENT REDISHARP FINE TIP RED - PAGE	0.33
5	30002910	SET SHARPIE JUMBO MARKERS, 4 COLOR SET PAGE 23	3.05
10	30034625	BX CHALK FOR CHALKBOARD FRANGHYGIEIA DUSTLESS YELLOW - PAGE 31	0.22
10	30205481	GS CHALK FOR CHALKBOARD DUSTLESS WHITE - PAGE 31	2.52

- When you have completed your requisition in this section, **print 2 copies** of the on-line requisition form (see above), **submit one copy to your business office and keep the other for your files**. To print, just select the print icon on your browser. Requisitions will not be uploaded into the main program until your business office has reviewed your requests and has given their approval.

The system saves everything immediately so there is no need to perform any save functions.

- After you have entered the items numbers in the booklet that you indicated are required, turn to your sheet in the back of the booklet where you have listed your add-on items. These are the items that you did not find within the ordering booklet.

STEP 2 - Adding items to the Add-on Requisitioning Portal

- Items that you cannot find in the booklet and items which are not found within the online requisitioning program will be submitted through the **Add-On Requisitioning Portal**. Please try to only add items that have a quantity of 5 or more or a value of more than \$20.

Please only use the vendors that are selected for our collaborative efforts and are available in the drop down box for vendors on the Add-on Portal.

PLEASE DO NOT USE ANY OTHER VENDOR WEBSITES OR CATALOGS, EXCEPT THE ONES LISTED ON COOPERATIVE PURCHASING WEBSITE.

Step 1 – before entering a new item please search the PDF of the requisition booklet for the item you require. We have found in the past that 85% of “new” items were in the booklet.

To search the PDF, depress the “Control” Key and the “F” key at the same time. A “find” dialog box will appear at the upper right in the PDF. Using the School Specialty item number that you have found on the website or in a catalog, search the booklet. Or search by a key word. If the item is not found continue with the add item process. If you were not issued a PDF Booklet you can obtain a copy on the website by going to the link on the website:



Step 2 – Finding the item.

To search for an item not found in the Requisition Booklet, place a key word in the suggested Vendors website search engine and navigate to the item. Suggested Vendors are located on the Cooperative Purchasing Website, under “Helpful Links”.

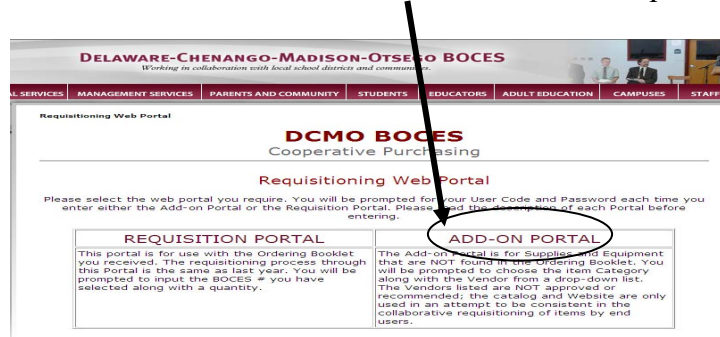
When you have found the item you require, write down the following information on the form in the back of your requisitioning booklet as you will be referring back to this when you go to the online add-on requisitioning portal,

- Vendor Name:
- Quantity
- Unit of Measure
- Catalog/Item Number – see note below**
- Description – include size, color, etc.
- Unit Price in catalog or on website

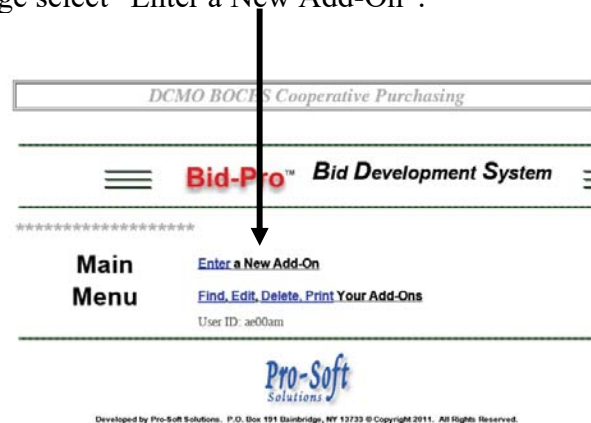
Please only use the recommended vendors for add-on items. If you require another vendor to be used, please call our office first before adding the vendor’s information to your add-on sheet. Otherwise, your item may not be bid and therefore not ordered.

Step 3 – Adding the New Item to your Requisition

- To access the Add-on Portal, click “Add-on Portal” on the Requisitioning Portal webpage.



- Click on the “**User Name**” box and enter your **User Code**, and hit the “**Tab**” key, the cursor will move to the “**Password**” box, enter your **Password** and hit the “**Enter**” key or click “**Ok**”. The log on process is the same as the Requisition Portal. Each time you enter a Portal you will be prompted for your log-on information.
- The main menu page for the adding items to your add-on requisition will appear. This page has been designed to look and function, like the Requisition portal.
- At the main menu page select “Enter a New Add-On”.



- You will notice on the next page that your User ID appears at the top. Select the appropriate Commodity from the drop down list. Make sure you select the proper Commodity; selecting the wrong commodity may render your request as invalid when the information is uploaded into the master program at the end of the requisitioning period.

- Select the Vendor from the drop down list. You **must** use one of the vendors listed. The Catalog or Vendor Product Number must be associated with the appropriate Vendor that you have selected in the drop down box. If the wrong Vendor is selected, your request may be invalid at the end of the requisitioning process.
- Enter the Quantity you require. This must be a numeric value.
- Select the appropriate Unit of Measure (U/M) from the drop down list. This U/M must be the same as appears in the vendor’s catalog or Website. For a U/M of one (1) use Each.

- Enter the Vendor’s Catalog or Product Number. Ensure the number you use corresponds with the vendor you selected above.
- Enter a description of the item. Please be brief but concise, include model/brand name, size, color, U/M etc. (Please do not use CAPS)

For Example: Gloves, Leather, Waterproof

- Enter the retail price as it appears in the Catalog or on the Website. **Enter a numeric value only, do not enter a dollar sign.**
- Click “Submit Request” at the bottom of the page.
- The Add-On Requisition system will verify the item you have added to your requisition. After you review this screen click on “Add on Requests at the bottom of the screen. This will take you back to a blank Add-on screen so you can add the next item.

✓
The following request has been successfully added

bestwick-ADD ON ITEMS

Qty	Description	Unit Price	Total
10	Gloves, Leather Waterproof	15.69	156.90

[Add On Request](#) [Main Menu](#)

If you are done adding items to the Add-On Requisitioning system, click “Main Menu”. This will take you back to the main page.

- To view your Add-On Requisition, click on the second option “Find, Edit, Delete, Print Your Add-Ons”, follow the screen instructions and click “Start Search”.

Add On Request Report For: <i>ANN MARIE MARKOVICH</i>					
Displaying 1 through 2 of 2 add-ons found.					
New Search Main Menu					
CLICK ON ITEMS Catalog Item # TO EDIT OR DELETE THE ITEM					
USE YOUR BROWSER'S PRINT BUTTON TO PRINT THIS REPORT					
Caution! If you edit or delete add-ons, this screen will NOT refresh automatically.					
If you edit or delete add-ons, click "New Search" to refresh list before you print!					
Qty.	Catalog Item #	Unit	Description	Unit Price	Total
200	A1234	EACH	A1234 of 34	34.00	6,800.00
5	456	EACH	TEST	12.00	60.00
Total:					6,860.00
New Search Main Menu					

- You can amend any item, at any time, by clicking on the Vendor’s part number.
- When you have completed your requisition, **print 2 copies** of the on-line requisition form (see above), **submit one copy to your business office and keep the other for your files.** To print, just select the print icon on your browser. Requisitions will not be up-loaded into the main program until your business office has reviewed your requests and has given their approval.

LIBRARY SUPPLIES AND EQUIPMENT REQUISITIONS

❖ Website: Demco – www.demco.com

To search items on this websites, place the vendor item number in the product search box and click “GO”. Please note that a small amount of items may not be viewable on the website.

The website links above are available off the Cooperative Purchasing Website at:

www.dcmoboces.com



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ITEM #	QTY.	ITEM DESCRIPTION	U/M	PRICE	TOTAL
BOOK ENDS					
07587		Bookend 9 Inch Polyester-Coated Steel, Plain Base - 2/Set - H16605	SET	\$6.36	
07585		Bookends 5-1/2 In. Polyester-Coated Steel Cork Base, Specify Color - 2/Set - H16607	SET	\$3.30	
07584		Bookends 5-1/2 In. Polyester-Coated Steel, Plain Base, Specify Color - 2/Set - H16604	SET	\$8.24	
07586		Bookends 7-3/4 X 6 X 4 In. Magnetic Steel Specify Color - 2/Set - H36595	SET	\$10.44	
07588		Bookends 9 Inch Polyester-Coated Steel, Cork Base, Specify Color - 2/Set - H16609	SET	\$4.55	
07583		Bookends 9 Inch Polyester-Coated Steel, Plain Base, Specify Color - 2/Set - H16605	SET	\$4.40	
66875		Non-Skid Bookend 5-1/2 In. Bases, Cork Base - 12/Pkg - H66875	PKG	\$5.66	
66877		Non-Skid Bookend 9 In. Bases, Cork Base - 24/Pkg - 14800030	PKG	\$6.90	
120110		Princeton Steel File, Felt Base 8 X 4-1/2 X 8, Green - WS20120110	EACH	\$12.47	
BOOK JACKET COVERS					
25154		1/2 X 2-1/2 Precut book Jacket Tape 2,000/roll - 13199420	EACH	\$24.07	
07557		Acid-Free Book Jacket 8 Inch, 1.5 mil. - 300 Ft. Roll - H80592	ROLL	\$24.18	
80517		Acid-Free E-Z Fit Book Jacket 10 Inch, 1.5 mil. - 300 Ft. Roll - 12223000	ROLL	\$20.88	
07560		Acid-Free E-Z Fit Book Jacket 12 Inch, 1.5 mil. - 300 Ft. Roll -	ROLL	\$20.01	
80518		Acid-Free E-Z Fit Book Jacket 12 Inch, 1.5 mil. - 300 Ft. Roll -	ROLL	\$23.99	
80520		Acid-Free E-Z Fit Book Jacket 16 Inch, 1.5 mil. - 300 Ft. Roll -	ROLL	\$20.12	
07558		Acid-Free E-Z Fit Book Jacket, 9 Inch, 1.5 mil. - 300 Ft. Roll - 12221100	ROLL	\$18.36	
210800		Acid-Free Precut Book Covers 8 X 18 Inch, 2 mil - 50/Box - WA12210800	BOX	\$14.82	
07569		Acid-Free PreCut Combo Book Covers 10 X 21 Inch, 1.5 mil. - 25/Pkg - H80583	PKG	\$5.60	
07570		Acid-Free PreCut Combo Book Covers 12 X 24 Inch, 1.5 mil.- 25/Ctn - 12201240	Ctn	\$3.36	
07571		Acid-Free PreCut Combo Book Covers 14 X 28 Inch, 1.5 mil. - 25/Ctn - 12201440	Ctn	\$7.59	
07556		Acid-Free PreCut Combo Book Covers 16 X 30 Inch, 1.5 mil. - 100/Pkg - H22716	PKG	\$21.68	
07567		Acid-Free PreCut Combo Book Covers 8 X 18 Inch, 1.5 mil. - 50/Pkg - WA12210800	PKG	\$9.99	
07568		Acid-Free PreCut Combo Book Covers 9 X 19 Inch, 1.5 mil. - 25/Pkg - H80582	PKG	\$3.43	
6983		Adhesive Reddi-Covers - Large Size Assortment - 10, 11 And 12 Inch Covers - 30/Pkg - H53540	PKG	\$36.82	
6982		Adhesive Reddi-Covers - Small Size Assortment - 7, 8 And 9 Inch Covers - 30/Pkg - H53538	PKG	\$17.88	
5503214		Center-Slit Book Jacket Covers 10-1/2 Inch - 300 Inch Roll - H5503214	ROLL	\$20.74	
550204		Center-Slit Book Jacket Covers 12-1/2 Inch - 300 Inch Roll - H550204	ROLL	\$35.41	
6979		Polyester Book Covers 10 Inch - 300 Ft. Roll - H80431	ROLL	\$23.65	
07559		Polyester Book Covers 9 Inch - 300 Ft. Roll - H80430	ROLL	\$21.87	
07550F		PreCut Combo Book Covers 16 X 30 Inch, 1.5 mil. Acid-Free - 25/Pkg - H80586	PKG	\$7.83	

ITEM #	QTY.	ITEM DESCRIPTION	U/M	PRICE	TOTAL
6981		Smart Cover II Self-Adhesive Book Covers 10-1/2 X 7-1/2 Inch - 25 Sets/Pkg - H164372	PKG	\$32.75	
164369		Smart Cover II Self-Adhesive Book Covers 8-1/2 X 5-3/4 Inch - 25/Pkg - H164369	PKG	\$24.40	
28412		Superfold Book Jacket Covers 12 X 24 In WA12211200	CASE	\$23.22	
23100		Superfold Book Jacket Covers 12 X 26 Inch Long and Extra Long L3A-H80385	BOX	\$27.83	
		BOOK POCKETS			
25357		Polypockets - 1254405	PKG	\$7.30	
28422		Pressure Sensitive Book Pockets, high back, no date grid, 500/box WS12147110	BOX	\$24.32	
25153		Pressure Sensitive Book Pockets, High back, No Date Grid, 500/bx - 12147110	BOX	\$15.17	
25356		Scotch Display Pocket - 1219270	EACH	\$4.49	
6995		Self-Adhesive Book Pockets 3-1/4 Inch , Reinforced, Plain - 500/Pkg - H30635	PKG	\$8.05	
07545		Self-Adhesive Book Pockets 4-1/4 Inch, Reinforced, Plain - 100 /Pkg - H63655	PKG	\$12.43	
07542		Self-Adhesive Book Pockets 4-1/4 Inch, Reinforced, Plain - 500 /Pkg - H90127	PKG	\$13.52	
07543		Self-Adhesive Book Pockets 6-1/4 Inch, Reinforced, Plain - 100 /Pkg - H95780	PKG	\$23.46	
07541		Self-Adhesive Book Pockets 6-1/4 Inch, Reinforced, Plain - 500 /Pkg - H33653	PKG	\$10.00	
6994		Self-Adhesive Book Pockets, Reinforced 3-1/4 Inch , Plain - 100/Box - 12155260	BOX	\$4.17	
07547		Self-Adhesive Reinforced Date Due Book Pockets 2-1/2 Inch - 100/Pkg - H99523	PKG	\$3.25	
07548		Self-Adhesive Reinforced Date Due Book Pockets 2-1/2 Inch - 500/Pkg - H86526	PKG	\$18.21	
		BOOK REPAIR SUPPLIES			
25198		3/4 X 500 Inch 'New' Imprinted Red Paper Tape - Roll - 12817900	EACH	\$10.93	
10786		Absorene Dirt Eraser - H28449	EACH	\$2.23	
10788		All-Plastic Label Peeler - 13214080	EACH	\$0.97	
6975		Archival Glue Pen - Alkaline PVA Adhesive	EACH	\$3.41	
07581		Book Cleaner, Dries To Powder - 16 Oz	EACH	\$2.26	
4723		Book Repair Tool Kit	KIT	\$45.42	
010124		Book Saver 8 Oz Bottle - 13459840	EACH	\$3.70	
24802		Clear Book Repair Wings P164-7105	EACH	\$0.98	
4721		Deluxe Book Repair Kit	KIT	\$81.77	
4722		Kapco Easy Cover Book Repair Starter Kit With 5 mil. Book Covers - H24745	KIT	\$74.02	
10791		Mending Sticks 6 Inch - 72/Pkg - H10141	PKG	\$10.95	
24800		Page Repair Strips - 13199500	EACH	\$2.30	
10790		Scotch Sticker And Adhesive Remover Pen - H46503	EACH	\$7.79	
10787		Squeegee For Book Care & Repair - 12175610	EACH	\$0.76	
		BOOK TAPES			
816540		1 In Color Coding Dots, Orange - 500/Roll - WR12816540	ROLL	\$5.10	
4724		1 In Scotch 471 Vinyl Hinge Tape, 5 mil - 108 Ft. Roll - H42891	ROLL	\$16.05	
4715		1 In Scotch 898 Filament Tape, 6 mil - 180 Ft. Roll - 13558600	ROLL	\$12.11	
30203		1-1/2 In Premium Book Tape, 4 Mil, Clear - 60'/Roll - 12556660	EACH	\$3.14	

ITEM #	QTY.	ITEM DESCRIPTION	U/M	PRICE	TOTAL
4725		1-1/2 In Scotch 471 Vinyl Hinge Tape, 5 mil - 108 Ft. Roll - H74803	ROLL	\$21.12	
23101		2 In X 15 Yards Cloth Tape with Release Backing-Green WT16620110	EACH	\$5.58	
11351		2 In. Easy Bind II Repair Tape, 2-Mil Polyester, 90 Ft. Roll - 14200490	EACH	\$18.25	
23102		3 In X 15 Yards Brodart Cloth Tape with Release Backing-Blue 16620130	EACH	\$7.91	
11029		3 In. Easy Bind II Gloss Clear Poly Repair Tape, 30 Yards 3 Inch Core	EACH	\$20.46	
14566		3/4 In Color Coding Tape, 42' Roll - Black - H17795B	EACH	\$3.29	
14567		3/4 In Color Coding Tape, 42' Roll - Copper - H17795C	EACH	\$3.29	
14565		3/4 In Color Coding Tape, 42' Roll - Gray - H17795A	EACH	\$3.29	
14570		3/4 In Color Coding Tape, 42' Roll - Green - 16823180	EACH	\$2.63	
5090		3/4 In Color Coding Tape, 42' Roll - H17795P - Pink	EACH	\$3.69	
5091		3/4 In Color Coding Tape, 42' Roll - H17795Q - Aqua	EACH	\$3.29	
5092		3/4 In Color Coding Tape, 42' Roll - H17795V - Violet	EACH	\$8.76	
14569		3/4 In Color Coding Tape, 42' Roll - Lavender - H17795F	EACH	\$9.14	
14568		3/4 In Color Coding Tape, 42' Roll - Light Blue - 16823060	EACH	\$2.08	
14572		3/4 In Color Coding Tape, 42' Roll - Medium Blue - H17795M	EACH	\$2.63	
14573		3/4 In Color Coding Tape, 42' Roll - Orange - 16823050	EACH	\$2.63	
14574		3/4 In Color Coding Tape, 42' Roll - Red - 16823040	EACH	\$2.48	
14571		3/4 In Color Coding Tape, 42' Roll - Rose - H17795H	EACH	\$2.48	
14575		3/4 In Color Coding Tape, 42' Roll - White - H17795W	EACH	\$3.29	
14576		3/4 In Color Coding Tape, 42' Roll - Yellow - H17795Y	EACH	\$3.29	
4713		3/4 In Scotch 471 Vinyl Hinge Tape, 5 mil. - 108 Ft. Roll - H35133	ROLL	\$12.20	
30207		4 In Premium Book Tape, 4 Mil, Clear - 60'/Roll - H30207	ROLL	\$23.97	
07579		Book Jacket Adhesive - 4 Oz - H10210	EACH	\$1.64	
16335850		Demco Scotch P-56 Multiple Roll Tape Dispenser	EACH	\$2.63	
07580		Elmeræs Rubber Cement - 8 Oz Bottle - 20525120	EACH	\$2.94	
1445233		Scotch 840 Economy Self-Adhesive Book Tape with 3 in Core, 3 X 30 Yards X 2.6 mil, Clear	EACH	\$4.80	
29724		Scotch P-56 Multiple Roll Tape Dispenser - WS16335850	EACH	\$41.24	
07574		Vinyl Repositionable Laminate Book Covers 10 Inch Vistafoil 4 mil. - 400 Inch Roll - 12281420	ROLL	\$13.30	
07575		Vinyl Repositionable Laminate Book Covers 12 Inch Vistafoil 4 mil. - 400 Inch Roll - 12201170	ROLL	\$13.85	
07576		Vinyl Repositionable Laminate Book Covers 14 Inch Vistafoil 4 mil. - 400 Inch Roll - 12281440	ROLL	\$19.02	
07577		Vinyl Repositionable Laminate Book Covers 18 Inch Vistafoil 4 mil. - 400 Inch Roll - 12281450	ROLL	\$23.42	
07578		Vinyl Repositionable Laminate Book Covers 24 Inch Vistafoil 4 mil. - 400 Inch Roll - 12281460	ROLL	\$30.35	
07573		Vinyl Repositionable Laminate Book Covers 9 Inch Vistafoil 4 mil. - 400 Inch Roll - 12281410	ROLL	\$12.08	
07572		Vistafoil 4 mil. Vinyl Repositionable Laminate Book Covers 8 Inch - 400 Inch Roll - H30640	ROLL	\$4.71	
BOOKMARKS					
10805		Animals Bookmarks 2 X 6 Inch - 200/Pkg - 12264130	PKG	\$4.61	
1414852		Bookmark, Cat in the Hat Read Every Day, 6 X 2, 36/Pkg	EACH	\$4.61	
10807		Dr. Seuss Books are Fun Bookmarks 2 X 6 Inch - 200/Pkg - 12207760	PKG	\$4.28	
25494		Dr. Seuss Poem Bookmarks - 13635920	EACH	\$9.35	
387253		Happy Birthday Bookmark - 30/Pkg - 12262320	PKG	\$2.52	

ITEM #	QTY.	ITEM DESCRIPTION	U/M	PRICE	TOTAL
0387253		Happy Birthday Bookmarks - 387253	EACH	\$3.31	
1466247		Hygloss Welcome Bookmark, 25/Pkg	PKG	\$3.18	
11352		Library Book Etiquette Bookmarks 2 X 6 Inch - 200/Pkg - H44564	PKG	\$8.80	
44000		Seasonal Bookmarks, Assorted Fall - 200/Pkg - 12758000	PKG	\$4.61	
14433		Seasonal Bookmarks, Assorted, Spring - 200/Pkg - 12263020	PKG	\$4.61	
14434		Seasonal Bookmarks, Assorted, Summer - 200/Pkg - 12263040	PKG	\$4.61	
14435		Seasonal Bookmarks, Assorted, Winter - 200/Pkg - 12758010	PKG	\$4.61	
24490		The More You Read Stars Bookmarks 2 X 6 2 Sided - 200/Pkg - 12263660	PKG	\$4.61	
10806		Wanted: Readers Bookmarks 2 X 6 Inch - 200/Pkg - H98941	PKG	\$8.80	
1361817		Wild About Books Bookmark - 36/Pkg - 1361817	PKG	\$3.31	
CATALOG/BOOK CARDS					
07603		Medium Weight Stock Book Order Cards 3 X 5 Inch - 500/Box - H46183	BOX	\$9.63	
07601		Monthly Periodical Check In Cards 3 X 5 Inch - 100/Pkg - 13270650	PKG	\$1.88	
07509		Periodical Charging Card 3 X 5 Inch - 500/Box - H45302	BOX	\$9.20	
07599		Pressure Sensitive Date Due Slips 3 X 5 Inch - 500/Box - 13829300	BOX	\$6.92	
07600		Pressure-Sensitive Date Due Slips 3-3/4 X 2-3/4 Inch - 500/Box - 13432570	BOX	\$8.46	
24497		Shelf Markers, Assorted - 20/Pkg - 12803220	PKG	\$5.81	
07505		Standard Book Cards 3 X 5 Inch , Double Lined Header Box - (Specify Color: F- Buff / G-Green / L-Blue / S-Salmon / W-White) - 500/Box - 13221650	BOX	\$2.18	
07506		Standard Book Cards 3 X 5 Inch , No Line Header Box, (Specify Color: F- Buff / G-Green / L-Blue / S-Salmon / W-White) - 500/Box - H42712	BOX	\$12.89	
07507		Standard Book Cards 3 X 5 Inch, No Line Header Box, Date and Issue Column, (Specify Color: F- Buff / G-Green / L-Blue / S-Salmon / W-White) - 500/Box - H42222	BOX	\$7.81	
07503		Unruled Catalog Cards 3 X 5 Inch Pale Cream Acid-Free - 500/Box - H44180	BOX	\$14.26	
COVERS/MAGAZINE-BOOK					
07531		10-3/8 X 7-1/2, Clear Flexible Front Binder, Spring Loaded Rods - 50435	EACH	\$9.05	
23098		Demco CircExtender 3X Laminate 10 X 400 Inch - P122-0116	EACH	\$4.80	
23105		Easy Cover II Two-Piece Adhesive Book Cover 10-1/2 X 7-1/2 Inch, 25/Pkg - 14200330	PKG	\$28.68	
23104		Easy Cover II Two-Piece Adhesive Book Cover 7 X 4-1/4 Inch, 25/Pkg - 14200280	PKG	\$17.22	
23106		Easy Cover II Two-Piece Adhesive Book Cover 9 X 6-1/2 Inch, 25/Pkg - 14201320	PKG	\$23.69	
07532		Flexible Front Binder 11-1/2 X 8-1/2 , Spring Loaded Rods - 1304407	EACH	\$9.34	
07536		Locking Binder 12-3/4 X 10 With 3M Security Strip - H26434	EACH	\$11.18	
07564		Paper Back Book Cover 10-3/4, Cover Height Total Width 17-1/2; 5 mil., Self Adhesive, One Piece With Backing Paper In 3 Strips (Spine And 2 Sides) - 25/Pkg	PKG	\$19.73	
07565		Paper Back Book Cover 11-5/8, Cover Height Total Width 21-1/2; 5 mil., Self Adhesive, One Piece With Backing Paper In 3 Strips (Spine And 2 Sides) - 25/Pkg	PKG	\$26.06	
07566		Paper Back Book Cover 12-5/8, Cover Height Total Width 22; 5 mil., Self Adhesive, One Piece With Backing Paper In 3 Strips (Spine And 2 Sides) - 25/Pkg	PKG	\$28.81	

ITEM #	QTY.	ITEM DESCRIPTION	U/M	PRICE	TOTAL
07561		Reddi-Covers For Books 7-1/2 X 13 - 50/Pkg - H53533	PKG	\$22.78	
07562		Reddi-Covers For Books 8-1/2 X 13 - 50/Ctn - H53534	Ctn	\$30.68	
07563		Reddi-Covers For Books 9-3/4 X 15 - 50/Pkg - H53535	PKG	\$38.64	
		FILE BOXES			
3900260		Brochure Size Literature Holder, Clear - 13900260	EACH	\$8.68	
07613		Colorful Magazine 12-3/4 X 3 X 10 Boxes (Files) Corrugated - 6/Pkg - 13069870	PKG	\$10.98	
30086014		Colorful Magazine Files 12-3/8 X 3 X 10 Corrugated Board, - 6/Pkg - H24719	PKG	\$1.03	
07594		Cut-Corner File Case 11-1/2 X 4 X 8-3/4 Black - 804320	EACH	\$4.13	
07616		Pamphlet Shelf Files 12 X 4 X 9 Corrugated Board - 25/Pkg - H25519	PKG	\$3.45	
07615		Pamphlet Shelf Files Corrugated Board 10 X 4 X 7-1/4 - 25/Pkg - 25516	PKG	\$2.46	
193790		Three-Pocket Plastic Countertop 3-Sided Revolving Leaflet Display Rack, Clear - WF12193790	EACH	\$50.59	
		LABELS			
14001A		Adventure Classification Labels - 216/Pkg - 12553410	PKG	\$1.75	
17036		Animal Classification Labels - 216/Pkg - 12553430	PKG	\$1.75	
6992		Band-Aid Style Label Protectors 2 X 3 Inch - 200/Pkg - H178551	PKG	\$16.08	
6991		Band-Aid Style Label Protectors 2 X 5 Inch - 200/Pkg - 178552	PKG	\$12.93	
25360		Bar Code Labels- see attached for details - 1366150	PKG	\$28.45	
14008A		Biography Classification Labels - 216/Pkg - 13195950	PKG	\$2.63	
14010A		Christmas Classification Labels - 250/Pkg - 13195970	PKG	\$2.63	
14011A		Classic Classification Labels - 250/Pkg - H14011	PKG	\$1.71	
46472		Classification Label Sets - Holiday Assortment - 486/Pkg - 13071370	PKG	\$32.66	
69658		Clear Bar Code Label Protectors 1-1/2 X 3 Inch, 2 Mil. - 200/Pkg - H69658	PKG	\$10.64	
07524		Clear Bar Code Label Protectors 1-1/2 X 4 Inch - 250/Roll - 12806620	ROLL	\$5.93	
43651		Clear Bar Code Label Protectors 1-1/4 X 2-3/4 Inch - 250/Roll - 12806580	ROLL	\$3.51	
80710		Clear Bar Code Label Protectors 7/8 X 1-1/4 Inch - 250/Roll - 12881920	ROLL	\$1.53	
07523		Clear Bar Code Label Protectors 7/8 X 2-3/8 Inch - 250/Pkg - 12881870	PKG	\$3.07	
14025A		Fantasy Classification Labels - 250/Pkg - 12553470	PKG	\$1.75	
10799		Foil-Back Conforming Labels 1 X 1-1/2 Inch - 1000/Pkg - H16866	PKG	\$7.65	
23097		Foil-Back Laser & Inkjet Multipurpose Labels 3/4 X 1 Inch , 2,450/Pkg - 14217210	PKG	\$16.16	
46390		Graphic Novel Classification Labels - 216/Pkg - 12557450	PKG	\$2.63	
17037		Humor Classification Labels - 216/Pkg - 13196100	PKG	\$1.75	
4719		Label Protectors 1-1/2 X 3-1/4 Inch , Rounded Style - 200/Roll - 12890030	ROLL	\$4.06	
6990		Label Protectors 1-1/2 X 3-1/4 Inch, Rounded Style - 1000/Pkg - 12806820	PKG	\$13.52	
6988		Label Protectors 1-1/4 X 2 Inch, Rounded Style - 1000/Pkg -	PKG	\$9.45	
6989		Label Protectors 1-1/4 X 3 Inch, Rounded Style - 1000/Pkg -	PKG	\$9.23	
10810		Label Protectors 1-1/4 X 3-1/4 Inch, Square Style 13612310 - 1000/Roll - 13612310	ROLL	\$10.29	
07525		Label Protectors, Rounded Style 1-1/2 X 3-1/4 Inch - 250/Roll - 12850490	ROLL	\$4.50	

ITEM #	QTY.	ITEM DESCRIPTION	U/M	PRICE	TOTAL
10798		Laser and Inkjet Labels 1 X 3/4 Inch , Foil Back, Nine-Across Spine Labels, 90 Per Sheet - 100/Pkg - 14217460	PKG	\$21.11	
07515		Laser And Inkjet Labels 1-1/4 X 7/8 Inch , Eight-Across Spine Labels, Foil Back, 64/Sheet - 100 Sheets/Pkg - 14217450	PKG	\$18.14	
6984		Laser And Inkjet Labels 1-7/16 X 7/8 Inch, Spine Labels, 14 Per Sheet	PKG	\$6.55	
14039A		Mystery Classification Labels - 250/Pkg - 12553500	PKG	\$2.63	
07598		Permanent Aigner HOL-DEX Label Holders 1/2 X 6 Inch , Holders And Inserts - 12/Pkg - H11548	PKG	\$0.86	
14051A		Science Fiction Classification Labels - 250/Pkg - 13196160	PKG	\$1.76	
07516		Super Stick Rounded Corner Labels 3/4 X 1 Inch - 1000/Pkg - 12806660	PKG	\$5.16	
		MEDIA BAGS			
25195		Bee a reader economy bag - 100/Pkg - 12546460	PKG	\$36.52	
45205		Black Lagoon Reading Is A Monstrous Adventure! Book Bags - 25/Pkg - H44354	PKG	\$36.25	
335281		Book Buddy Bags, Sturdy Plastic Handle, Area to write name - 6/Pkg - 335281	PKG	\$8.56	
11353		I Heart / Love Books Economy Book Bags - 100/Pkg - 12752640	PKG	\$25.51	
1283397		Jumbo Buddy Book Bags 11 x 16 Inch - 5/Set - BG508	SET	\$8.56	
07591		Monaco Standard Hang Up Media Bags 12-3/4 X 10-1/4 Inch - 10/Pkg - 16300880	PKG	\$9.45	
07593		Monaco Standard Hang Up Media Bags 12-3/4 X 13-3/4 Inch - 10/Pkg - 16300890	PKG	\$9.01	
07590		Monaco Standard Hang Up Media Bags 9-1/4 X 8-1/2 Inch - 10/Pkg - H79232	PKG	\$5.61	
22450		Pete the Cat Book Bags - 13636020	PKG	\$11.43	
10808		Vote For Books! Book Bags - 25/Pkg - H50933	PKG	\$13.15	
		TRIMMERS / CUTTERS			
6974		Book Repair Library Knife - H24263	EACH	\$8.80	
24495		Demco CircExtender Laminate 24 x 400 roll - 12201320	EACH	\$48.54	
4716		Fiskars Rotary Cutter	EACH	\$11.55	
4717		Fiskars Self-Healing Cutting Mat 18 X 24 Inch	EACH	\$15.33	
25691		Retro Die Cut Book marks - 12263390	PKG	\$8.88	
4718		Swingline Smart Cut Rotary Trimmer, 15 Inch Cutting Length - H39016	EACH	\$90.22	
		LIBRARY EQUIPMENT			
07619		Bretford Voyager Book and Utility Truck, 6 Sloped Shelves, 5 Inch Quiet Glide Casters, Two Locking, 44 X 36 X 18 Inch - H10189	EACH	\$598.91	
1488928		Fleetwood Revolving Multimedia Display - Dark Oak - P148-8928	EACH	\$1,242.99	
22447		Library Book Display 1439731	EACH	\$265.01	
205233		Metal Mobile Read Along Cart, 4 Casters 25 X 16-3/4 X 39-3/4 - 2 Shelves - 205233	EACH	\$155.05	
205230		Metal Wire Mobile 2 Sided Small Book Library Shelf Unit - 23-3/4 X 10-3/4 X 17-3/4 205230	EACH	\$215.55	
32632292		Oak And Acrylic Magazine Rack, 2 Pockets, 7-1/2 X 18-1/4 X 4 Inch - H31092	EACH	\$51.63	
31974		Safco Corrugated Literature Organizer, 24 Compartments, 29 W x 12 D x 23-1/2 H in, Medium Oak - 675060	EACH	\$105.89	
29208		Safco Corrugated Literature Organizer, 36 Compartments, 29 W x 12 D x 34-1/2 H in, Medium Oak - 674816	EACH	\$134.60	

ITEM #	QTY.	ITEM DESCRIPTION	U/M	PRICE	TOTAL
19495		Security Mirror 160 Degree Convex Indoor 18 Inch Dia. - H19495	EACH	\$58.85	
07597		Self Inking Band Dater, 1/8 X 7/8 Inch, Seven Year Capacity Dater - H179525	EACH	\$6.81	
10803		Self-inking Band Dater Ink Refill - Specify Color - H27821	EACH	\$3.45	
4726		Self-Inking Die-Plate Dater, Faxed - H41991	EACH	\$32.38	
MISCELLANEOUS SUPPLIES					
24803		2 mil Clear Polyester Bookcraft Demco Reddi Corners - 1647115	EACH	\$1.20	
4710		Bone Folder 8 Inch - 16280200	EACH	\$0.76	
002126		Busy Readers Goal Setters Incentive - 002126	BOX	\$2.19	
22449		Clear Clip on Shelf Label Holders 3/4 x 6 - 12880560	PKG	\$9.67	
22448		Demco Clear Reddi Corners Protectors - 16471160	PKG	\$1.97	
25704		Dewey Decimal Illustrated Poster Set - 13042250	SET	\$27.45	
24804		Economical Wire Easels - 807536	EACH	\$0.98	
10804		Handi Ball-Point Pen Refills - 3/Pkg - 12158050	PKG	\$2.41	
07596		Handi Ball-Point Pen With Self-Adhesive Base Single Chain - H10624	EACH	\$3.28	
25196		Large Book Easel - 13587810	EACH	\$1.75	
24805		Large Folding Wire Easel - 807538	EACH	\$1.20	
1335341		Library Chair, Child Size, Wood frame w/ Foam Cushion - Blue	EACH	\$90.16	
3786		Library Reading Motivation Pencils - 144/Box - 12754510	BOX	\$24.30	
5093		Magical Library Lessons Book - H39663	EACH	\$18.65	
23095		Non-Glare Label Protector 1 X 3 Inch Kent Adhesive Products Vinyl Round, Clear, 500/Pkg - 1371576	PKG	\$12.36	
23103		Prelaminated Dots and Stars Labels, Orange, 207/Pkg - 13403270	PKG	\$8.66	
25590		Superfold 12x26 H Long Book - 12211210	PKG	\$22.74	
07582		Ultra-Slim One-Disc CD/DVD Case - 12746000	EACH	\$0.65	
LIBRARY FURNITURE					
21181		Childcraft Metal Rolling Leveled Library Unit, Mobile Cart With Trays - 1362920	EACH	\$763.35	
26387		36 Inch H Demco LibraCraft Mobile Starter Unit w/Dividers Item #: WF13617400	EACH	\$1,098.90	

