

# MISSISSAUGA EXECUTIVE CENTRE – INVENTORY LIST

The following items are lightly used office supplies located at the ReUse Centre which is located in the P1 level of 4 Robert Speck Parkway.



Stock #	Item	Quantity	Description
50	Filing Tray	52	
51	File Folder	2270	
52	Filing Stand	5	
53	Tab Divider	218	
54	Tab Divider Sticker Sheets	18	
55	Prong Fastener	125	3 in. capacity, 8.5 in. long
56	Binder	114	Various sizes and colours
57	Binding Machine	1	Mechanical
58	Binding Supplies	75	
59	Phones	25	
60	Laptop Table	1	
61	Printer Supplies	3	3 Canon GPR-31 Toners + Wastebox
62	Chair	12	
63	Corner Table	3	
64	Cabinet	4	
65	Shelf	1	
66	Desk	7	
67	Sanitation Products	6	Wall sanitizer
68	Garbage Bins	3	
69	Page Protectors	50	
70	Printer Paper Sheets	50	
71	Bull Clips	100	Various sizes
72	Hole Punch	1	
73	Accounting Calculators	4	
74	Computer Mouse	5	

If you wish to procure or donate any items from/to the ReUse Centre, please fill out an order form found in the Green Program section of our website under ReUse Centre as management must first process your requests.

## Examples of Lightly Used Office Supplies

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| <ul style="list-style-type: none"> <li>✓ Adhesives &amp; Fasteners:<br/><i>i.e. tape, staplers, staples, staple removers, glue, clips, rubber bands</i></li> <li>✓ Binders</li> <li>✓ Boards &amp; Easels</li> <li>✓ Calculators</li> <li>✓ Calendars &amp; Planners</li> <li>✓ Desk Accessories:<br/><i>i.e. clipboards, paper clips, letter trays</i></li> <li>✓ Filing &amp; Accessories:<br/><i>i.e. file folders, bankers boxes</i></li> </ul> | <ul style="list-style-type: none"> <li>✓ Label Makers &amp; Accessories</li> <li>✓ Notebooks &amp; Paper Pads</li> <li>✓ Paper &amp; Printable Media</li> <li>✓ Self-Stick Notes</li> <li>✓ Shipping &amp; Mailroom Supplies</li> <li>✓ Writing Supplies:<br/><i>i.e. pens, pencils, markers</i></li> </ul> |
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