



## SECTION WASTE MANAGEMENT

### LIST OF STATIONERY NEEDED

**12 JANUARY 2023**

DESCRIPTION	QUANTITY
Self-Adhesive Neon Notes: 51mm x 51mm (400-sheet cube)	25
Tubular Desk Organizer ( <i>Different Colours</i> )	20
Paper Clips 28mm	30
Paper Clips 78 mm King size wavy	30
Foldback Clips 51mm length	30
Drawing Pins	10
Rubber Bands 500g bag	10
Scissors	30
Small Staples	50
Big Staples	25
Staple Remover	25
Rapid - Supreme Stapler ( <i>Different Colours</i> )	25
Rapid – Supreme Press Less Punch ( <b>Big Puncture</b> )	2
Rexel – Professional Punch ( <b>Small Puncture</b> )	2
Counter Book (2-Quire)	25
Notebook (Hardcover)	25
Top - Wiro Bound Notebook (small handheld)	25
Scrap Pad	25
Big Corporate Diaries (2023) ( <b>Big Diaries</b> )	5
Small Corporate Diaries (2023) ( <b>Small Diaries</b> )	20
Pocket Diaries	20
Desk Calender Base Diary <ul style="list-style-type: none"> <li>• Moulded plastic</li> <li>• Non-skid base</li> <li>• 2 U-bolts for a standard desk calendar block</li> </ul>	10
Super Gel Clique Ballpoint Pen	
<b>Black</b>	25
<b>Blue</b>	25
Jumbo Highlighters (pack of 6)	25
HB Pencils (pack of 6)	15

Mars Plastic Eraser	25
Correction Pen (18ml fluid)	25
Polypropylene Lever Arch File	50
Lever Arch Storage Unit	10
Metal File Fasteners (box of 50)	10
Split Pins (box of 100)	10
Samsung 16 GB – Pin Stripe Flash Drive	15
Samsung 3TB external hard drive	1
Large Calculator	5
Envelopes (A4)	200
Envelopes (Small)	200
Clear A4 Plastic File Pockets	50 packs
Bostik	25
Ruler	25
Marking Pen <ul style="list-style-type: none"> <li>• Black</li> <li>• Blue</li> <li>• Green</li> <li>• Red</li> </ul>	10 10 10 10
Stamp	1
<p>Above should read:  <b>(Emalahleni Local Municipality)</b></p> <p>Below should read:  <b>(Section Waste Management)</b></p>	