

## Items Used on a Regular Basis

- Batteries: AA, AAA
- Recycled white or colored copy paper
- Pens, staples, staplers, tape dispensers, sharpie markers, highlighters, double stick tape, packing tape, post-its, scissors, file folders (recycled) and laminating sheets
- Toilet paper and Kleenex
- Used toner cartridges to recycle
- Coffee and hot chocolate
- 2 pocket folders for adoption packets, recycles preferred
- Swifer brand mops and mop refills, not the wet jet refills