

**PADD15200009 - Office Depot  
Office Supplies Categories**

<b>Category</b>	<b>Description</b>
1	Adehsives, Glues, Glue Sticks, Adhesive Removers
2	Dictionaries, Thesauruses, Diaries, Tickets, Reference Sets, etc.
3	Archive Boxes, Cardboard Boxes, Storage Containers
4	Award Frames, Displays, Plaques, Certificates
5	Badges, Badge Holders, Lanyards
6	Batteries, Chargers, UPS Power Supplies, Surge Protectors, Extension Cords
7	Binder Clips, Paper Clips, Panel Clips, Push Pins, Thumbtacks, Safety Pins, Rubber Bands, Scissors, Shears, Cutters, Trimmers, Hole Punches
8	Binders, Combs, Rings, Spines
9	Book Cases, Book Ends, Book Shelves
10	White Boards, Bulliten Boards, Cork Boards, Easels, Poster Boards, Display Rails
11	Appointment Books, Phone Message Books, Statement Books, Fax Message Books, While You Wer Out Books, Forms, Calendars, Deskpads, Refills, Planners
12	Garbage Can Liners, Shredder Bags
13	Carts, Hand Trucks
14	CDs, DVDs, Cassette Tapes, Tape Cartridges, CD and DVD Cases, CD and DVD Storage, VHS Tapes, Computer Disks and Diskettes, CD Mailers, Ribbons, Computer Bags and Cases, Camera Film, Photo Paper, Camera Bags, Camera Cases
15	Chair Mats, Door Mats, Floor Mats, Anti-Fatigue Mats
16	Clocks, Hooks, Lamps (including Desk Lamps and Ligh Bulbs)
17	Correction Fluid, Correction Tape, Correction Pens
18	Food Service Ware: Cups, Spoons, Forks Plates, Bowls
19	Breakroom Cleaners: Dusters, Computer Air Dusters, Wipes, All Purpose Cleaners, Bathroom Cleaners, Disinfectants, Sanitizers, Hand Soaps, Glass Cleaners, Air Fresheners, Dust Pans, Stainless Steel Cleaners, Microfiber Cloths, Kitchen Cleaners, Furniture Cleaners and Other Cleaning Supplies
20	Chalk Erasers, Dry Erase Erasers, Chalk
21	Calculators, Digital Voice Recorders, Typewriters, Cameras, Fans, Heaters, Laminators, Shredders, Pencil Sharpeners, Air Cleaners
22	First Aid, Hand Lotions, Hand Sanitizers, Pain Relief, Gloves, Safety Supplies
23	Headsets, Headset Accessories, Headphones
24	Ink Pads, Refills, Calculator Ink, Stamps, Calculator Spools, Adding Machine Tape, Cash Register Tape, Wide Fromat Paper Rolls
25	Knives, Cutters, Blades, Scrapers
26	Labels, Label Makers, Label Holders
27	Mailing Tubes, Mailing Tubs, Packaging, Envelopes, Fingertips, Letter Openers, Moistener, Butcher Paper
28	Markers, Highlighters, Felt Pens
29	Mice, Keyboards, Wristrests, Keyboard Pads, Mouse Pads, Keyboard Trays, Speakers
30	Paper: Notebooks, Notepads, Pads of Paper, Sticky Notes, Easel Pads, Stationairy Paper
31	Office Organizers, Inboxes, Copyholders, Pen and Pencil Holders, Wastebaskets, Drawers, Desktop Shelves
32	Paper (Including Copy Paper except for paper in Category 49, Writing Paper, Colored Paper, etc.)
33	Pencils, Pencil Erasers, Mechanical Pencils, Lead Refills, Pens, Pen Refills
34	Protractors, Rulers, Yardsticks, Compasses, Engineer Triangles, Measuring Tapes

**PADD15200009 - Office Depot  
Office Supplies Categories**

35	Report Covers, Files, File Folders, Pocket Files, Portfolios, Jackets, Inserts, Folder Frames, Dividers, Wallet Files, File Guides, Index Cards, Business Cards, Card Holders, File Indexes, Tabs, Ledgers, Tab Reinforcements, Tags, Sheet Protectors, Letters, Numbers, Fasteners, Fastener Bases, Clipboards, Flag Tape
36	Signs, Sign Holders, Flyer Holders, Racks, Literature Displays, Name Plates
37	Staples, Staplers, Staple Removers
38	Storage Cabinets, Filing Cabinets, File Storage Systems, Rails
39	Tape, Tape Dispensers, Embossing Tape, Velcro Products
40	Breakroom Paper Products: Tissue, Paper Towels, Napkins
41	Toner Cartridges, LazerJet HP Brand only including high yeild
42	All other HP Brand toner and Ink Cartridges, Fusers, Kits, Drums
43	Toner and Ink Cartridges, Fusers, Kits, Drums, All Other Brands,
44	Remanufactured and Biobased Toner and Ink Cartridges
45	Transparency Film, Transparency Paper, Laminating Supplies, Laminating Pouches
46	USB Drives, Flash Memory, Zip Disks
47	School Supplies: Art Paper, Art Supplies, Construction Paper, Crepe Paper, Paint, Games/Learning Tools, Crayons
49	RISI Paper (Standard Copy Paper)

Notes: Items under the categories which are highlighted yellow may be available on other mandatory statewide contracts. It is the responsibility of the agency to insure that they are purchasing items under the appropriate contract based on the needs of their agency.

The following items are restricted for purchase on this contract:

- Furniture is excluded from this PADD. Furniture includes (but is not limited to) panel systems as well as standalone office furniture (e.g. desks, chairs, filing systems, etc.).
- Computers, printers, scanners, monitors, drives, and large volume copy machines are also excluded from this PADD.

If an item is restricted and you have a need for it, email [Jason.Skelton@adm.idaho.gov](mailto:Jason.Skelton@adm.idaho.gov) and request to have the restriction removed. After reviewing the request, a determination will be made and you will be notified if the restriction will be removed.