

# INSTITUTIONAL COMMITMENT

## Supplies

The supplies provided by \_\_\_\_\_ are included in the following chart:

<u>Supplies</u>	<u>Project Owned</u>	<u>Campus Owned</u>	<u>Available for Staff Use</u>	<u>Available for Student Use</u>
5 Office Desks w/Chairs	X		X	
8 Filing Cabinets	X		X	
5 Bookcases	X		X	
1 Bookcase	X	X		
1 Conference Table	X		X	
4 Chairs	X		X	X
3 Bulletin Boards	X		X	X
1 Typewriter		X	X	
2 Tape Recorders		X	X	X
1 Dictaphone	X		X	
1 Calculator	X		X	
1 HP Computer	X		X	X
5 HP Computers	X	X		
5 Telephones	X	X	X	
1 FAX Machine	X	X		
5 Software Programs	X	X	X	
Office Supplies	X	X	X	
Testing Materials	X	X	X	
Instructional Materials	X	X	X	
Class Handbooks	X	X	X	
Resource Library	X	X	X	
College Textbooks for Basic Skills courses	X	X	X	
Reading and Writing Instructional Material	X	X	X	
Transfer Library	X	X	X	
Transfer Software	X	X	X	
College Catalogs	X	X	X	
Admissions Packets	X	X	X	
Financial Aid Packets	X	X	X	
Transfer Packets	X	X	X	

In addition, the project has a full complement of miscellaneous office supplies, and is requesting for continuing funds for these consumable supplies, including:

- letterhead and envelopes;
- tape, staples, rubber bands, paper clips;
- variety of envelopes;
- file folders, hanging folders;