



Government of the Virgin Islands

Department of
**PROPERTY AND
PROCUREMENT**

"Keeping The People's House In Order"

CENTRAL STORE

CATALOG



OFFICE & JANITORIAL SUPPLIES

MORE CONTACT INFO:

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ST. THOMAS: 340-774-0828

ACCOUNT REFERENCE & NOTE BOOKS

ACCOUNT BOOKS

4037

JOURNAL 300 PAGES

4041

JOURNAL 500 PAGES

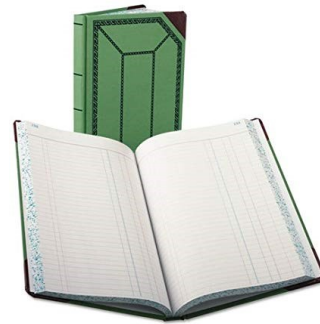
4038

RECORD BOOK MINIATURE



4039

RECORD BOOK 300 PAGES



4042

RECORD BOOK 150 PAGES

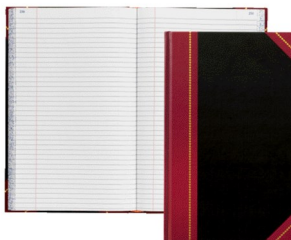
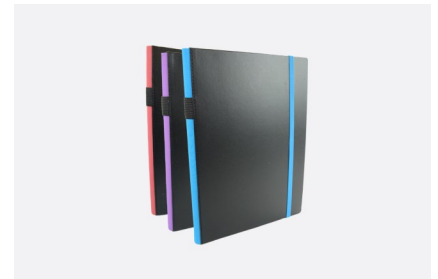
4178

RECORD BOOK 500 PAGES



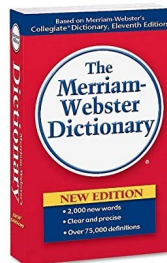
4220

EXECUTIVE JOURNAL



4007

DICTIONARY



4214

RECEIPT BOOK



4000

TELEPHONE MESSAGE BOOKS

BATTERIES, FLASHLIGHTS & FIRST AID KITS



2021

AA BATTERIES



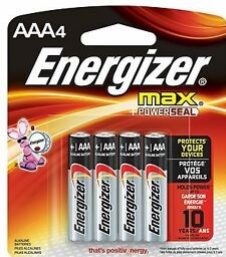
2022

C BATTERIES



2023

D BATTERIES



2027

AAA BATTERIES



2024

FLASHLIGHT



2000

FIRST AID KIT



BANK BAGS, MONEY BAGS & BOARDS BOOKENDS



4135
WHITE BOARD
3X4



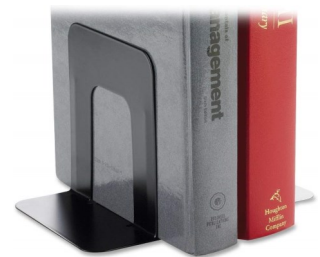
4051
BANK BAGS 9X12



7079
WHITE BOARD 24X36



4133
BULLETIN BOARD CORK 24X36



4006
BOOK ENDS



4134
BULLETIN BOARD CORK 18X24



4043
BANKERS BOXES



4054
MONEY BAG W/LOCK

BINDERS



3095
PAD HOLDER W/CALCULATOR



4030
VIEW BINDERS 1"
Black, White, Blue, Pink, Purple,
Aqua



4031
VIEW BINDERS 2"
Black , White



4032
VIEW BINDERS 3"
Black, White

CALCULATORS, CALENDARS, CLOCKS



4010

VICTOR 12 DIGIT CALCULATOR

Dual Color Print - 4 lps - Big Display - 12 Digits - LCD - AC Supply Powered - 3" x 8" x 11" Large 12-digit LCD; prints 4.0 lps in 2 colors

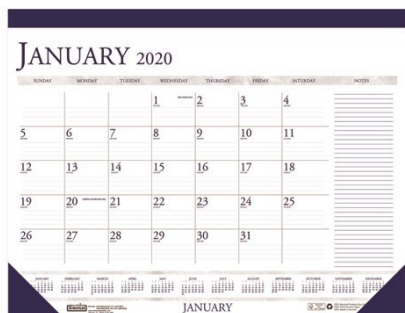
- Includes large, well-spaced contoured keys; PC touch; left-side total and equals plus logic
 - Offers cost/sell/margin, 2 independent tax keys, time/date, 4-key independent memory and change sign key
 - Features delta percent, grand total key, item count, add mode, date/non-add and automatic constants
- Runs on AC power



4010-1

CANON 12 DIGIT CALCULATOR

Canon P23-DHV-3 Printing Calculator with Double Check Function, Tax Calculation and Currency Conversion



4045

DESK CALENDAR

wo-Color Monthly Desk Calendar w/Large Notes Section, 18 1/2 x13,



4177

WALL CLOCK

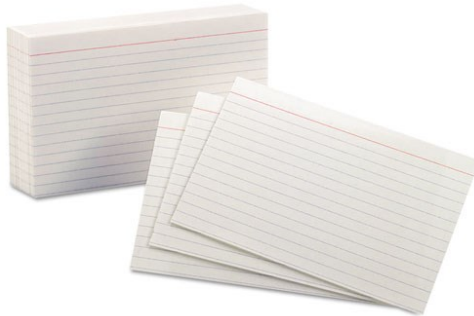
Bold Round Wall Clock, 9.75" Overall Diameter, Black Case, 1 AA (sold separately)

CARD FILING, & COPY HOLDERS



3018

INDEX CARD 3X5 RULED WHITE



3017

INDEX CARD PLAIN 3X5



3019

INDEX CARD PLAIN 4X6

3022

INDEX CARD RULED 5X8

3021

INDEX CARD PLAIN 5X8 WHITE



4148

DOCUMENT HOLDER

CLIPS, CLIPS DISPENSERS

4073

3/4 BINDER CLIPS



4075

1 1/4 BINDER CLIPS



4074

2" BINDER CLIPS



4002

LETTER OPENER

4100

PUSH PINS



4099

THUMB TACKS



CLIPS, CLIPS DISPENSERS



4077

PAPER CLIPS JUMBO

4076

PAPER CLIPS SMALL

4078

PAPER CLIPS #1 VINYL

4079

PAPER CLIPS JUMBO VINYL



4080

PAPER CLIP DISPENSER

CLIPBOARDS & RULERS

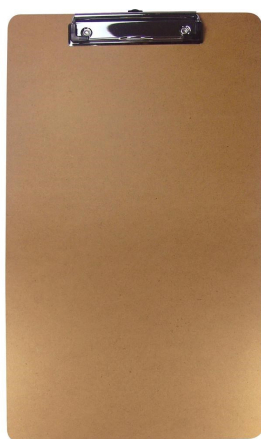


4049

CLIP BOARD LETTER CARDBOARD

4050

CLIP BOARD LEGAL CARDBOARD



4213

CLIPBOARD PLASTIC



4088

RULER 12IN



4090

RULER 36IN

COMPUTER PERIPHERALS, DRIVES & POWER STRIPS



1005
USB DRIVE 128GB



1144
CD-RW DISK



1164
USB DRIVE 16 GB



1154
CD-R DISK



1136
USB DRIVE 32GB



4211
MOUSE PAD GEL



1150
USB DRIVE 64GB



1017
WRIST PAD GEL



1143
POWER STRIP



4212
MOUSE PADS CLASSIC

CORRECTION SUPPLIES

4056

MONO TAPE



4193

CORRECTION FLUID



4001

COUNTERFEIT MONEY PEN



4197

2IN1 CORRECTION LIQUID



405

CORRECTION PEN

DESK ORGANIZATION

4067

TELEPHONE STAND

4060

DESK TRAYS 6PK

4208

OFFICE DESK TRAY KIT

4205

DESK TRAYS TRIPPLE STACK

4058

WALL FILE LETTER

4057

DESK ORGANIZER

14

TELEPHONE STAND



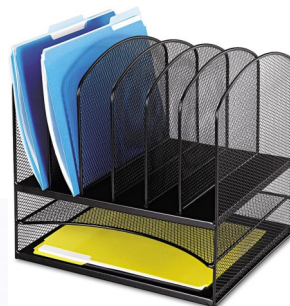
OFFICE DESK TRAY KIT

**DESK TRAYS 6PK**

DESK TRAYS TRIPPLE STACK



WALL FILE LETTER



DESK ORGANIZER

ENVELOPES SUPPLIES & GLUE



3007

ENVELOPES 6X9 WHITE



3008

ENVELOPES 6X9 KRAFT



3006

ENVELOPES 10X15 KRAFT



3147

**GREETING ENVELOPES IVORY 5
3/4 / 8/ 3/4**



3148

**GREETING ENVELOPES WHITE
5 3/4 X 8 3/4**

4026

GLUE STICKS



4027

BOTTLE MOISTENER



4025

GLUE

ENVELOPES SUPPLIES & GLUE



3000

ENVELOPES #10 WHITE



3001

ENVELOPES #10 WINDOW



3005

ENVELOPES 12X15 KRAFT

FILE FOLDERS



3089

Classification Folders, 1 Divider, 2"
Fasteners, Letter, Dark Blue, 10/Box



3090

Classification Folders, 1 Divider, 2"
Fasteners, Letter, Dark Green, 10/Box



3088

Classification Folders, 1 Divider, 2"
Fasteners, Letter, Dark Red 10/Box



3040

File Folder, Reinforced 1/3-
Cut Tab, Letter Size, Manila,
100 Per Box



3041

File Folder, Reinforced 1/3-
Cut Tab, Legal Size, Manila,
100 Per Box

FILE FOLDERS



3063

File Folders, 1/3 Cut One-Ply Top Tab, Letter, Blue/Light Green (Box of 100)



3062

File Folders, 1/3 Cut One-Ply Top Tab, Letter Blue (Box of 100)



3061

File Folders, 1/3 Cut One-Ply Top Tab, Letter, Orange (Box of 100)



3060

File Folders, 1/3 Cut One-Ply Top Tab, Letter, Purple (Box of 100)



3059

File Folders, 1/3 Cut One-Ply Top Tab, Letter, Pink (Box of 100)



3058

File Folders, 1/3 Cut One-Ply Top Tab, Letter, Red (Box of 100)



3064

File Folders, 1/3 Cut One-Ply Top Tab, Letter, Yellow (Box of 100)

FILE FOLDERS



3048

Hanging File Folders, 25 Reinforced Hang Folders, Designed for Home and Office Color Coded File Organization, Letter Size, Orange 25 Box

3042



Hanging File Folders, 25 Reinforced Hang Folders, Designed for Home and Office Color Coded File Organization, Letter Size, Blue 25 Box



3043

Hanging File Folders, 25 Reinforced Hang Folders, Designed for Home and Office Color Coded File Organization, Letter Size, Yellow 25 Box



3044

Hanging File Folders, 25 Reinforced Hang Folders, Designed for Home and Office Color Coded File Organization,

FILE FOLDERS



3045

Hanging File Folders, 25 Reinforced Hang Folders, Designed for Home and Office Color Coded File Organization, Letter Size, Purple 25 Box



3047

Hanging File Folders, 25 Reinforced Hang Folders, Designed for Home and Office Color Coded File Organization, Letter Size, Green 25 Box



3048

Hanging File Folders, 25 Reinforced Hang Folders, Designed for Home and Office Color Coded File Organization, Letter Size, Orange 25 Box



3134

Hanging File Folders, 25 Reinforced Hang Folders, Designed for Home and Office Color Coded File Organization,

FILE POCKETS



3038

FILE POCKET LETTER BROWN

3138

FILE POCKET LETTER YELLOW

3139

FILE POCKET LETTER BLUE

3140

FILE POCKET LETTER RED

3141

FILE POCKET LETTER GREEN



3039

**FILE POCKET LETTER LEGAL EXPANDING.
BROWN**



3119

**FILE POCKET EXPANDING PLAS-
TIC**



3092

FILE GUIDE LETTER A-Z

3093

FILE GUIDE LEGAL A-Z

FLAGS



2018

VI FUNERAL FLAG



2005

FLAG, US 12X18



2006

FLAG, VI 12X18 MOUNTED

2007

**FLAG, US 12X18
MOUNTED**



2028

**FLAG POLE SET W/MOUNTING
BASE**

FLAGS



2008

FLAG, VI 3X5 OUTSIDE



2011

FLAG, US 3X5 OUTSIDE

2012

FLAG, VI 4X6 OUTSIDE

2016

FLAG MIN. 4X6 VI

2017

FLAG, MN. 4X6 US



2019

FLAG, VI 3X5 FRINGE



2020

FLAG, US 3X5 FRINGE

2023

FLAG US 4X6 INSIDE

2014

FLAG VI 4X6 INSIDE FRINGE

HOLE PUNCHERS & LABELS



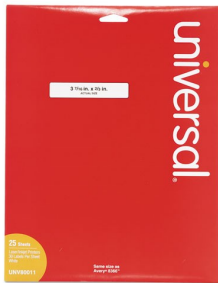
4168

2 HOLE PUNCH



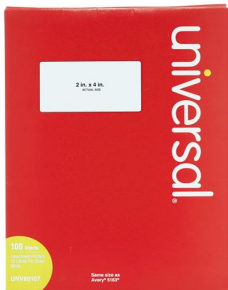
4169

3 HOLE PUNCH



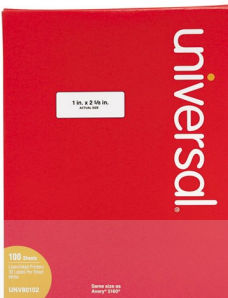
3034

FILE FOLDER LABELS LASER



3035

4X2 LABELS LAZER



3037

MAILING LABELS 5160

3133

MAILING LABELS

JANITORIAL SUPPLIES



017
**DUST PANS W/
HANDLE**



7062
WET FLOOR SIGN



7010
**MOP BUCKET W/
WRINGER**



7066
MOP HANDLES



7012
BROOM



7011
PLUNGER



7003
MOP HEAD 16OZ COTTON



7000
MOP HEAD 12OZ



7005
MOP HEAD 20 OZ COTTON



7004
MOP HEAD 24OZ COTTON



7065
TOILET BRUSH

JANITORIAL SUPPLIES



7026-A
GLADE SPRAYS

7029
LYSOL SPRAYS



7026
DEODORANT SPRAY



7034
DISINFECTANT SURFACE CLEANER



7046
FLYING INSECT SPRAY



7045
ANT AND ROACH SPRAY



'023
GLASS CLEANER SPRAY

JANITORIAL SUPPLIES



7030
PINSOL CLEANER



7022
AJAX CLEANER



7031
FABULOSO



7025
CLOROX



7085
LAVENDER QUART GERMICIDAL
7084

INCREDILOSIO MULTI CLEANER

7083

LEMON DISINFECTANT CLEANER

7086

DEO PINE DISINFECTANT CLEANER



7044
DISH WASH LIQUID



7074
FLORAL DESIRE LAVENDAR

7043
HANDSOAP W/PUMP



7042
HAND SOAP GAL

7024
TOILET BOWL CLEANER

JANITORIAL SUPPLIES



7033
BOWL BLOCKS



7032
FURNITURE POLISH



7069
DISINFECTANT
WIPES



7040
3OZ BAR SOP



7069-1
SANI HAND WIPES



7064
CLEANING CLOTHS



7027
HAND SANITIZER



7078
2000 FLUSHES

JANITORIAL SUPPLIES



7061
TOILET PAPER TISSUE



7057
**JUMBO 12" TOILET
PAPER TISSUE**



7057-1
**JUMBO 9" TOILET
PAPER TISSUE**



7070
**CENTREPULL
HAND ROLL
TOWELS**



7080
**76018 HAND
ROLL TOWELS**



7058
**JUMBO ROLL
TOWELS**



7075
**PAPER ROLL TOWEL
DISPENSER**



7059
2PLY TOWELS



7060
CFOLD TOWELS



7082
TOILET PAPER DISPENSER

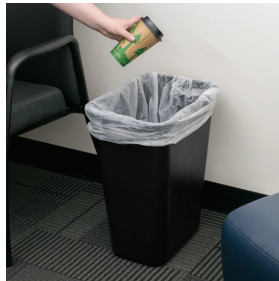


7072
CFOLD DISPENSER



7071
CENTREPULL HAND ROLL

JANITORIAL SUPPLIES



7048
16 GAL CLEAR TRASH
LINER



4132
WASTE BASKET



7047
33GAL 2PLY TRASH BAG



7049
55 GAL 2PLY TRASH BAG



7008
33 GAL TRASH CAN



7009
STEP ON GARBAGE CAN

JANITORIAL SUPPLIES

7051



**CUPS
COLD
7OZ**



**7054
CUPS HOT 12OZ**



**7053
CUPS HOT 8 OZ**



**7052
CUPS COLD 10-12OZ**



**7028
FACE MASKS**



**2001
GLOVES MED
2002
GLOVES LG/XL**



4.5 oz

**7055
CONE CUPS 4.2OZ**



**7056
CONE CUP DISPENSER**

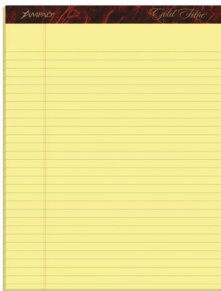
LAMINATING SHEETS, PADS, PAGE FLAGS



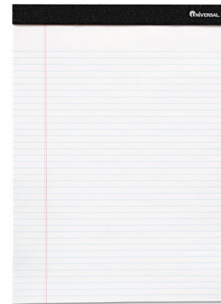
4192
LAMINATING CLEAR SHEETS



3112
PAGE FLAGS "SIGN HERE"



4063
WRITING PADS LETTER



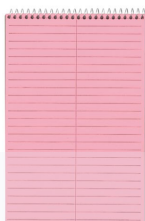
4065
WRITING PADS LEGAL



4064
WRITING PADS 5X8



4189
EASEL PAD PLAN WHITE



4066
STERNO PADS

PAPER



6000

PAPER, 8 1/2 X 11

6001

PAPER 8 /12 X 14 LEGAL WHITE



6059

PAPER GLOSS TEXT

11X17 #80

PREMIUM
DIGITAL
COATED PAPER



6004

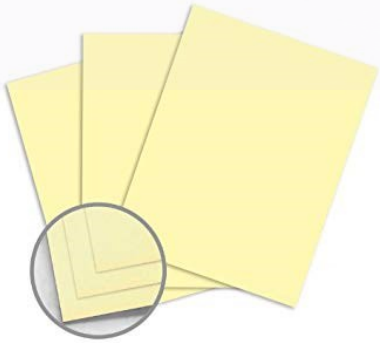
PAPER 8 1/2 X 11 BLUE LETTER



6005

PAPER 8 1/2 X 11 GOLDENROD
LETTER

PAPER



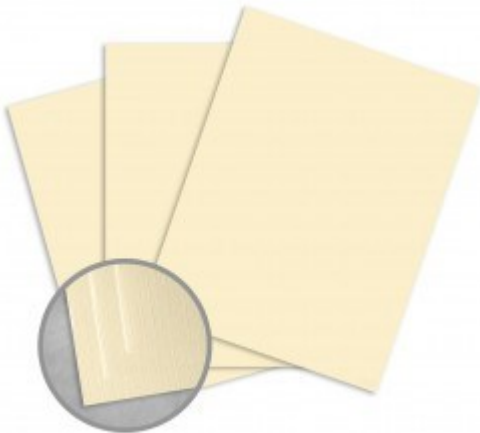
6006

PAPER 8 1/2 X 11 CANARY LETTER



6007

PAPER 8 1/2 X 11 GREEN LETTER



6008

PAPER 8 1/2 X 11 IVORY LETTER



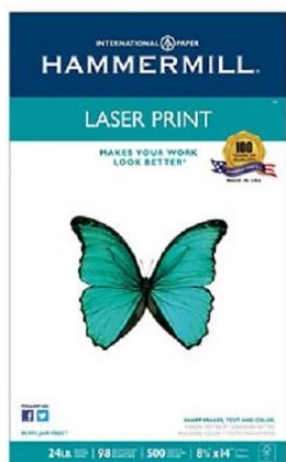
6009

PAPER 8 1/2 X 11 PINK LETTER

PAPER



6025
PAPER 8 1/2 X 11 WHITE 24LB
LETTER



6026
PAPER 11X17 24LB WHITE



6024
PAPER 11X17 WHITE 20LB

20LB 2500 SHEETS MADE IN USA	92BRIGHT 11" x 17"	5 REAMS
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PAPER



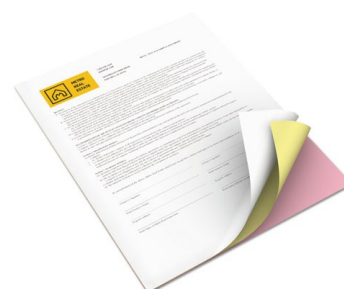
6028

PAPER 8 1/2 X 11 CARBONLESS 2 PT



029

**PAPER 8 1/2 X 11 CARBONLESS
3PT**



6030

PAPER 8 1/2 X 11 CARBONLESS 4PT



6031

PAPER 8 1/2 X 11 CARBONLESS 5PT

4011

PAPER SHREDDER

PENS



4112
PENS ZEBRA FLIGHT BLUE



4114
PENS ZEBRA FLIGHT RED



4113
PENS ZEBRA FLIGHT BLACK



4216
ZGRIP PEN BLACK



4217
ZGRIP PEN BLUE

PENS



4128
BIC BU3 RETRACTABLE BLACK



4127
BIC BU3 RETRACTABLE BLUE



4129
BIC BU3 RETRACTABLE RED



4117
BIC PEN BLACK



4116
BIC PEN BLUE



4115
BIC PEN RED

PENS



4121

PILOT G2 PEN BLACK



4122

PILOT G2 PEN BLUE



4123

PILOT G2 PEN RED



4124

NEO GEL PEN BLACK



4126

NEO GEL PEN RED



4125

NEO GEL PEN BLUE

PENS



4120
EASY TOUCH PEN RED



4119
EASY TOUCH PEN BLUE



4118
EASY TOUCH PEN BLACK



4011
UNIBAL PEN BLUE



4130
UNIBAL PEN BLACK



4136
UNIBAL PEN RED



PERMANENT MARKERS, PENCILS , HIGLITERS & SHARPENERS



4137

MARKERS PERMANENT
BLACK



38

MARKERS PERMANENT BLUE



4141

MARKERS PERMANENT RED

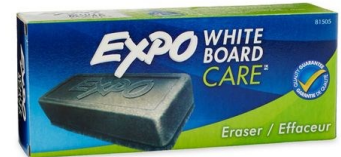


4144

MARKERS PERMANENT FINE
POINT RED

4207

DRY
ERASE



4142

MARKERS PERMANENT FINE
POINT BLACK



4143

MARKERS PERMANENT FINE
POINT BLUE

4207

DRY ERASER



HIGHLITERS ASST COLORS



4147

HIGHLIGHTER YELLOW



4131

PENCILS #2



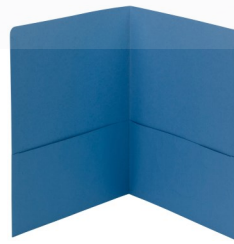
4153

SHARPENER PENCIL

PORTFOLIOS



3101
PORTFOLIO DKBLUE



3096
PORTFOLIO BLUE



3097
PORTFOLIO BLACK



3103
PORTFOLIO WHITE



3102
PORTFOLIO YELLOW



3099
PORTFOLIO GREEN



3100
PORTFOLIO RED



3146
PORTFOLIO BURGANDY

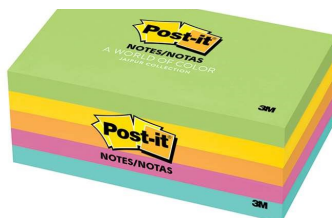
POST IT NOTES



3111
POST IT NOTES 3X3
5PK



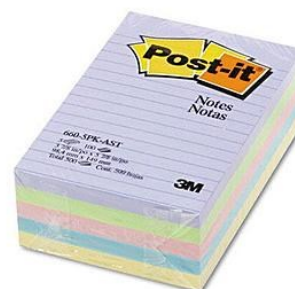
3106
POST IT NOTES
3X3 12PK



3108
POST IT NOTES 3X5 5PK



3104
POST IT NOTES 1.5X2



3110
POST IT NTOES 4X6



3105
POST IT NOTES CUBES
2X2



3107
POST IT POPUP NOTE
WITH DISPENSER KIT

RAIN AND SAFETY GEAR



2102

RAIN JACKET W/HOOD LG

2103

RAIN JACKET W/HOOD XL

2104

RAIN JACKET W/HOOD 2X

2105

RAIN JACKET W/HOOD 3X



2107

RAIN BOOT 8

2108

RAIN BOOT 9

2109

RAIN BOOT 10

2110

RAIN BOOT 11

2111

RAIN BOOT 12



4190

REFLECTIVE VEST

TONERS



1018

HP TONER 414X BLACK



1019

HP TONER 414A CYAN



1021

HP TONER 414A MAGENTA



1020

HP TONER 414A YELLOW



1131

HP TONER 410A B;ACK

1133

HP TONER 410A CYAN

1132

HP TONER 410A YELLOW

1134

HP TONER 410A MAGENTA



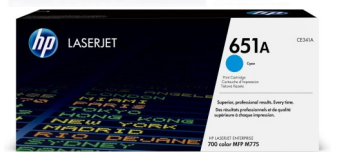
1010

HP TONER 651A BLACK



1013

HP TONER 651A YELLOW



1011

HP TONER 651A CYAN



1012

HP TONER 651A MAGENTA



TONERS



1011
HP TONER 651A CYAN



1013
HP TONER 651 YELLOW



1132
HP TONER 6460 BLACK



1134
HP TONER 6463 MAGENTA

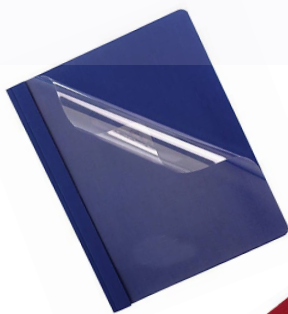


1131
HP TONER 6461 CYAN



1133
HP TONER 6462 YELLOW

REPORT COVERS



3011

REPORT COVER CLEAR DRBLUE



3012

REPORT COVER CLEAR RED



3013

REPORT COVER CLEAR BLACK



3014

REPORT COVER CLEAR LTBLUE



3015

REPORT COVER CLEAR DKGREEN

3016

REPORT COVER CLEAR WHITE

3120

REPORT COVER CLEAR GRAY

3126

REPORT COVER CLEAR YELLOW

3125

REPORT COVER CLEAR BUR

4092

PROTECTOR SHEETS



RIBBONS & CALCULATOR ROLLS



4017
CALCULATOR RIBBON UNIVERSAL



4018
CALCULATOR ROLLER INK



4022
**CALCULATOR ADD
ROLLS**



4023
POINT OF SALE TAPE 3PLY

RUBBERBANDS



4083
RUBBERBANDS 14 #33



4085
RUBBERBANDS 1/4 #64



4082
RUBBERBANDS 1/4 #18-19



4188
RUBBERBANDS 1LB #33



4084
RUBBERBANDS 1LB #64



4086
RUBBERBANDS



STAPLERS, STAPLES, STAPLE REMOVERS



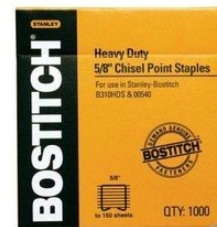
4149
STANDARD STAPLER



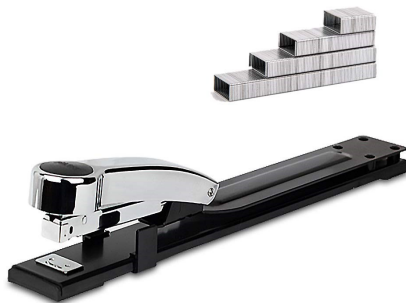
4151
STAPLE REMOVER



4150
HEAVY DUTY STAPLER



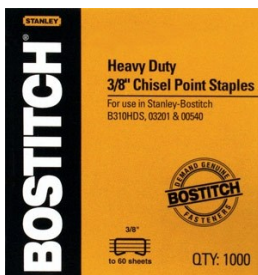
4095
HEAVY DUTY STAPLES 5/8



4161
LONG REACH STAPLER



4094
HEAVY DUTY STAPLES 1/2



4096
HEAVY DUTY STAPLES 3/8



4093
STANDARD STAPLES

SCISSORS, SELF INKED STAMPS



4152
SCISSORS 8"



4199
POSTED STAMP
SELFINKED



4165
URGENT STAMP SELFINKED



4184
APPROVE STAMP SELFINKED



4203
COPY STAMP SELFINKED



4186
ENTERED STAMP SELFINKED

SELF INKED STAMPS



4164
CONFIDENTIAL STAMP
SELFINKED



4204
RECEIVE STAMP SELFINKED



4185
PAID STAMP SELFINKED



4163
PRIORITY STAMP SELFINKED



4166
RUSH STAMP SELFINKED

TAPE, TAPE DISPENSERS



4103
3/4 SCOTCH TAPE
CLEAR



4101
TAPE DISPENSER 1"



4110
MASKING TAPE 1" CLEAR



4105
CLEAR PACKAGING TAPE 2" 6 PK



4109
MASKING TAPE 2"



4106
PACKAGING MAILING TAPE



4108
TAPE GUN DISPENSER FOR 2"

New Products

We are excited to bring you the wide assortment of products featured throughout this catalog. Our goal is to make your day at the office more productive and easy.

If you don't find what you are looking for give us a call we may be able to get it for you. Our friendly staff are waiting to assist you.



7085

LAVENDER QUART GERMICIDAL

7084

INCREDILOSO MULTI CLEANER

7083

LEMON DISINFECTANT CLEANER

7086

DEO PINE DISINFECTANT CLEANER



4058

WALL FILE LETTER



1017

WRIST PAD GEL



7071

CENTREPULL HAND ROLL



7070

**CENTREPULL
HAND ROLL
TOWELS**



3107

**POST IT POPUP NOTE
WITH DISPENSER KIT**



HERE'S HOW TO ORDER

- ♦ Use the Requisition Entry Program under the USVI Purchasing Menu when purchasing from Central Stores. You will need to create a Pick Ticket and not a Purchase Order unless you are utilizing Federal High Risk funds.
- ♦ Fill out the Dept/Loc Fiscal Year. A requisition number will automatically be given.
- ♦ DO NOT ENTER A VENDOR NUMBER. This field must be left blank for all Central Stores purchases.
- ♦ Utilize the General notes to specify detailed Department or Division information. This is needed for Central Stores to identify who is to be called to pick up the merchandise.
- ♦ The Terms Screen does not require any additional detail unless items are linked to an allocation code.
- ♦ In the Line Detail screen, you will enter your quantity and the inventory number. Commodity code should populate , if not enter manually. DO NOT EDIT THE DESCRIPTION FIELD AS THE PRICE AND DESCRIPTION WILL DEFAULT IN.
- ♦ LOCATION FIELD is very important and must be changed as this determines which warehouse location the products are being ordered from. This must be changed for every product you are ordering. The default is CS (St. Thomas) so if you are ordering from St. Croix you should change to STX (St. Croix).
- ♦ Tab through the fields until you get to the account information. Enter the expense account to be charged for your order
- ♦ Add attritional items as needed , remembering to change the location field as necessary for each item needed.
- ♦ Release the requisition as usual for approval. When all approvals are met a pick ticket is generated and your order is filled and ready to pick up next day.

Walk in purchases are always welcomed.

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