

Exercise 1: Document A

Items for purchase each month:

- *lined paper, 12 packs
- *10 binders
- *pack of pencils
- *pack of black or blue ink pens
- *4 packs of coloured copy paper - green, blue, yellow, purple, pink
- *file folders, legal
- *pack of dry erase markers (gray with white end)

On the last Thursday of each month, check the supplies. May change the amount ordered each month as needed.