



Chances are, you use some supplies on a daily basis that don't fit into the category of "general" office supplies. These unique items must be re-ordered in a timely fashion during the recovery process. This could be anything from special forms used for customer orders, to special toner required for a printer, to chemicals required in a manufacturing process.

Please list any of these unique items – do not include basic office supplies such as paper and pens, office furniture, or computers in this section.

| ltem #  | Qty. | Description                        | Vendor    | Contact<br># | Warranty<br>(Y/N) | Acct. # (if<br>applicable) | Cost  |
|---------|------|------------------------------------|-----------|--------------|-------------------|----------------------------|-------|
| Example | 2    | MICR Toner – for<br>check printing | HP        | 1555-5555    | N                 | 103-445                    | \$400 |
| Example | 50   | Employee ID<br>badges              | Secure ID | 555-5556     | N                 | 103763                     | \$600 |
|         |      |                                    |           |              |                   |                            |       |
|         |      |                                    |           |              |                   |                            |       |
|         |      |                                    |           |              |                   |                            |       |
|         |      |                                    |           |              |                   |                            |       |
|         |      |                                    |           |              |                   |                            |       |
|         |      |                                    |           |              |                   |                            |       |
|         |      |                                    |           |              |                   |                            |       |
|         |      |                                    |           |              |                   |                            |       |

SBA's participation in this cosponsorship does not constitute an express or implied endorsement of the views, opinions, products or services of any cosponsor or other person or entity. All SBA programs, services and cosponsored activities are extended to the public on a nondiscriminatory basis. Reasonable arrangements for persons with disabilities will be made if requested at least two weeks in advance. Cosponsorship Authorization #10-2110-16