

SUBA Office Inventory List

Item	Quantity	Notes
Glass desks	4	Standard office desks-over 15 years old
Desk chairs	2	Adjustable office chairs-over 15 years old
Dell computer	1	Desktop computer-over 10 years old
Projector	1	Includes power cords- over 15 years old
Projection screen	1	Pull-down screen – over 15 years old
Metal filing cabinets	3	3-drawer cabinets- over 20 years old
Wooden filing cabinet	1	Standard office cabinet-falling apart
Small shredder	1	Cross-cut-donated 4 years ago
Plastic tables	2	Rectangular folding tables-over 15 years old
Plastic folding chairs	10	Lightweight, portable-over 15 years old
Metal folding chairs with fabric	5	Cushioned seats- over 10 years old
Miscellaneous pens, markers, envelopes	Various	Office supplies
Large metal industrial shelves	2	Heavy-duty shelving units- over 10 years old
HP Deskjet 4255	1	Printer/Scanner-purchased in 2024
Epson Workforce Printer Pro WF-3820	1	All-in-one printer-purchased in 2022
Colored paper (reams)	2	Various colors