

New Branch Supplies

<u>Supplies - General</u>	Assigned To	Status
Absence report forms		
Account open forms - business		
Account open forms - personal		
Adding machines		
Adding machine tape		
American flag		
Ballpoint pens		
Binder clips		
Brochure holders		
Brochures - ATM/check card aps		
Brochures - business		
Brochures - credit cards		
Brochures - misc. fees		
Brochures - overdraft privilege		
Brochures - online banking		
Brochures - personal		
Brochures - Telebank		
Business card holders		
Business cards for all staff		
Calendars – desk		
Canned Air		
Chair mats - desks		
Clipboards		
Clock		
Coffee supplies – coffee		
Coffee supplies – cream		
Coffee supplies – stirrers		
Coffee supplies – sugar		
Coffee supplies - sweet n low		
Copy paper – letter		
Copy paper – legal		
Corkboards		
Correction tape		
Counter supplies – pens/calendar/calculator		
Diskettes		
Display case - locking double door bulletin board - 3' x 5'		
Door mats - logo		
Drawer Organizers		
Envelopes - #10		
Envelopes - bank by mail		
Envelopes - business reply mail		
Envelopes -- mailing legal 12 x 15.5		

New Branch Supplies

<u>Supplies - General</u>	<u>Assigned To</u>	<u>Status</u>
Envelopes -- mailing letter 10 x 13		
Envelopes -- mailing letter 6 x 9		
Envelopes -- mailing letter 9 x 12		
Fax machine		
File folders – legal		
File folders – letter		
File trays		
Fingertip moistner		
First Aid kit		
Folders with logo - brochure size		
GL debit/credit tickets		
Hanging files – legal		
Hanging files – letter		
Highlighters		
Hole punches		
Ink – printers		
Ink – copiers		
Ink – fax		
Ink pads/roll on		
Key Box		
Legal pads		
Letterhead		
Letter openers		
Misc. debit tickets		
Mousepads		
Notecards and envelopes		
Notepads		
Note racks (sorters for tickets)		
P C filter screens		
P C keyboard trays		
Paper clips		
Pencils		
Phone directories		
Phone message book		
Photocopiers		
Post it notes		
Referral forms		
Recycle containers		
Rolodexes		
Rubber bands		
Scissors		
Scotch tape dispensers		
Scotch tape		
Staple removers		
Staplers		

New Branch Supplies

<u>Supplies - General</u>	Assigned To	Status
Staples		
Step Stool		
Waste containers		

New Branch Supplies

<u>Supplies - General</u>	Assigned To	Status
<u>Supplies - CSRs</u>		
Account kits		
Account maintenance forms		
Checkbook covers - business small		
Checkbook covers - business 7 ring		
Checkbook covers - personal		
Check registers		
Deluxe catalogs		
New customer surveys		
SAC benefit kits		
Safe deposit - entry forms		
Safe deposit - entry forms box		
Safe deposit - key envelopes		
Savings bonds		
Stop pay slips		
Tyvek envelopes		
<u>Supplies - Tellers</u>		
Account balance slips		
Bill counter, counterfeit and bill size		
Cash advance machine		
Cash for payroll slips		
Cash letter bags		
Cashiers checks		
Check supplies - checking deposit - business		
Check supplies - checking deposit - personal		
Check supplies - counter checks - business		
Check supplies - counter checks - personal		
Check supplies - savings deposit		
Check supplies - savings withdrawal		
Coin counter		
Coin envelopes - 2.5" x 4 1/4"		
Coin envelopes - 3" x 4 7/8"		
Coin storage		
Coin trays		
Coin wrappers - dime, dollar, half dollar, nickel, penny, quarter		
Currency counter		
Currency straps - fifty dollar, five dollar, five hundred dollar, one dollar, one hundred dollar, ten dollar, ten thousand, twenty dollar, two dollar		
Deposit bags - small		
Deposit bags - medium		
Deposit bags - large		

New Branch Supplies

<u>Supplies - General</u>	Assigned To	Status
Deposit bags - locking		
Deposit receipts		
Dog biscuits		
Encoder		
Forms Holder/proof work		
Forms - Currency Transaction Reports		
Forms - Suspicious Activity Reports		
Gift envelopes		
Money envelopes		
Money orders		
Night deposit keys		
Protergraft for CC (plate with name and branch)		
Ins and Outs (10, 11, 12, 14)		
Stamps -		
Address Stamp		
Bond Stamps		
Bank Line Stamp		
Date Stamp		
For Deposit Only Stamp		
Paid Dater Stamp		
Paid by Renewal Stamp		
Signature Guarantee Stamp (medallion) ?		
Tax Stamp?		
Teller Stamps (daters)		
Thank you Stamps		
Suckers		
Teller machines/covers		
Teller machine ribbon		
Teller machine paper		
Teller mats		
Teller task stools		
Teller ticket holders		
Travelers' checks - single and for 2		
Typewriter		
Vault cart		
<u>Supplies - Loans</u>		
Advance tickets		
Financial statement forms		
Loan application - installment		
Loan application - mortgage		
Loan payment tickets		

New Branch Supplies

<u>Supplies - General</u>	Assigned To	Status
<u>Supplies - Breakroom</u>		
Coffee cups – small		
Coffee cups – large		
Forks		
Knives		
Microwave		
Napkins		
Paper towels		
Plates		
Refrigerator		
Salt and pepper		
Spoons		
Table and chairs		
TV		
Water filter		

What about that thing that sits on the check writing stand with pens and calendar?

Don't the tellers have several log books that need to be created?

IE money orders, cashiers checks, travelers check, night drop, etc.

Safe deposit boxes - do we need a log book?

