

Business Administrative Technology

TOOL LIST



Salina Area Tech
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Phone (785) 309-3100

Quantity Needed	Have	Still Needed	Item #	DESCRIPTION
FIRST SEMESTER				
1				GB USB 2.0 Store N Go Drive
1				File Tote or File 'n Go (large)
1 box				Letter-size hanging file folders (box of 25)
1 pack				Blue or Black Pens
1				Red Pen (No odd colors please!)
1				Ear Phones
Varies				Resume paper and envelopes (Second Semester)
1				Three-ring binder (3") (Second Semester)
Varies				Top loading plastic sheet protectors (at least 50) (Second Semester)