

Church Office Supplies: 1

*Copy*

TO: The various organizations of the Church  
Chairmans of the Church Council Committees  
The Pastor and the secretary of the Church

It again becomes time for us to prepare our annual budget for the year, 1963. In order that we can make it as complete as possible it is requested that you list below any article or expenditure which you feel should be placed in the budget of the Church giving the approximate cost. Please have this information in the hands of the committee no later than October 20, 1962. Thank you for you for your cooperation.

The Finance Committee

- 4 bottles correction fluid for mimeo stencils @ \$1.25 per bottle
- 4 boxes stencil typing film for mimeo stencils when using electric typewriter @ \$2.85 per pkg.
- 1000 Elliott stencils @ \$30.00 per thousand
- 6 rolls scotch tape - 1/2" wide @ 75¢ per roll - *6-1-63*
- 4 rolls typewriting correction tape @ \$1.00 per roll
- 30,000 Church bulletins @ \$1.20 per hundred *Special bulletins (Lover, HW & Ch. & spec. mem.) rec'd 3/21/63 (40,000)*
- 5,000 Communion cards @ \$4.50 per thousand *purchased 10/30/62*
- 30,000 Church attendance cards @ \$25.00 per 5,000 thousand *rec'd 3/21/63 (40,000)*
- ✓ 5,000 Communion envelopes @ \$7.00 per thousand
- 600 Upper Room envelopes (for mailing shutins the Upper Room) @ 1¢ each
- 5 boxes confirmation certificates @ \$2.75 per box (60)
- 2,700 Copies of Upper Room *cut back 100*
- ~~1 Desk Calendar pad @ 75¢ each~~
- File boxes (cardboard) \$1.50 each up (optional)
- ✓ ~~2~~ Daily reference calendars @ \$1.00 each *rec'd*
- 12 Desk blotters @ 15¢ each - *11/16 - 6 blotters*
- 21,000 printed, stamped envelopes purchased from Postoffice at \$110.50 per 5,000 thousand (approximated)
- 10 doz. communion glasses @ \$1.25 per doz. *11/21 - 40 doz @ 100*
- 2,000 printed white pew envelopes (price unknown)
- 3,000 wafers for Communion @ \$5.00 per thousand

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- 3 doz. 5"x8" white pads @ 90¢ per doz.
- 3 doz. 3"x5" white pads @ 40¢ per doz.
- 3 shorthand notebooks @ 30¢ each
- 3 boxes rubber bands @ 90¢ per 1/4 lb.
- 2 boxes heavy duty staples @ \$1.25 each
- 1 box regular staples @ \$1.50 each
- 2 sets alphabetical file guides (optional) @ 65¢ each and up *1-3/22/63*
- 2 boxes 3"x5" plain white cards (2,000) @ \$1.75 per 1000
- 12 Typewriter ribbons @ \$1.50 each
- 10 IBM carbon typewriter ribbons @ 95¢ each
- 2 boxes paper clips @ 95¢ each
- 2 gross pencils @ \$6.00 per gross
- 4 gross (golf) pencils for church pews @ \$2.50 per gross *2 gross 5-1-63*
- 1 box onion skin paper @ \$3.40 per box. *1-63*
- 1 box carbon paper @ \$4.50 per box.
- 10 boxes marriage certificates @ \$2.75 per box (12)
- 10 boxes baptismal certificates @ \$2.75 per box (12)
- 8 boxes church membership certificates @ \$2.75 per box (12)
- 25 packages Mimeo stencils @ \$2.25 per pkg.
- 80 reams mimeo paper @ \$1.25 per ream *11/23/62 - 20 reams.  
6/1/63 - 20 "  
4/25.63-20"*
- manilla envelopes, assorted sizes for special mailings (unable to quote amount needed) *11/26-10  
reams 11/14  
not in budget  
3/21/63-500*
- 3 erasers @ 15¢ each

**Church Office Supplies: 3**

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2,000 Bond letterheads 8 1/2" x 11"

3000-6-1-63

2,000 large envelopes

3000-6-1-63

2,000 Bond letterheads 7" x 8 1/2"

250 paper communion cups @ \$1.00 per hundred

Wine - donated

respectfully submitted,

GRACE E. FADER, Secretary