North American Dietetic Association

MEMORANDUM

**To:**

**From:** Roberta Sanchez

**Re:** Office Supplies

**Date:** 4/16/2007

I will be ordering the following office supplies soon. Let me know if you want me to add anything to the list. As always, remember that we are on a tight budget, so please only request essential supplies.

 Surge protector 29

 Electronic scale 82.49

 Paper trimmer 35.89

 Stapler 9.98

 Rolodex 32.95

 Keyboard storage drawer 62.50

 Address labels 26.99

 Shredder 79.99

 **Total $359.79**