

Vocational Training Centre

St. Francois of Assise



LIST OF MATERIALS

ADMINISTRATION

By

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Vocational Training Centre

St. Francois of Assise

MATERIALS

ADMINISTRATION

Part ¹

LIST OF MATERIAL RESOURCES NEEDED

DESIGNATION OF PROPERTY	QUANTITY	PRICE		COMMENTS
		UNIT	TOTAL	
A-FURNITURE				
1. Office	2			*
2. Office chair	2			*
3. Metal cabinet	1			*
4. Metal filing cabinet (4 drawers)	1			*
5. Folding table (48 x 96 inches)	1			*
6. Folding table (32 x 96 inches)	1			*
7. Folding chair	12			*
8. Chair coudoir	100			*For the classroom
B-EQUIPMENT AND ACCESSORIES				
1. Computer	2			*
2. Printer	1			*
C-MISCELLANEOUS EQUIPMENT				
1. Fan	2			*
2. Jump Drive 8GB	2			*
3. Punch ordinary (2 holes)	1			*
4. Metal clip (for perforated sheet of paper)	1			*
5. Stapler	1			*
6. Box of Staples	1			*

* *Materials available on the local market (in Haiti)*

LIST OF MATERIAL RESOURCES NEEDED

DESIGNATION OF PROPERTY	QUANTITY	PRICE		COMMENTS
		UNIT	TOTAL	
C-MISCELLANEOUS EQUIPMENT				
7. Correction fluid (in pencil)	6			*
8. Box of paper clips (large)	2			*
9. Ordinary box Binder 8 ^{1/2} x 11 inches	2			*
10. Ordinary box Binder 8 ^{1/2} x 14 inches	1			*
11. Box Binder grading green 8 ^{1/2} x 11 inches	1			*
12. Box Binder grading green 8 ^{1/2} x 14 inches	1			*
13. Box of self adhesive label	1			*
14. Scissors	2			*
15. Pen Blue Box	20			*
16. Red pen box	2			*
17. Pen black box	1			*
18. Black pencil box	20			*
19. Gum washing	1			*
20. Ream of paper 8 ^{1/2} x 11 inches	6			*
21. Ream of paper 8 ^{1/2} x 14 inches	2			*
22. Electric sharpener	1			*
23. White glue	2			*

* *Materials available on the local market (in Haiti)*

Vocational Training Centre

St. Francois of Assise

MATERIALS

ADMINISTRATION

2nd Part

LIST OF MATERIAL RESOURCES NEEDED

DESIGNATION OF PROPERTY	QUANTITY	PRICE		COMMENTS
		UNIT	TOTAL	
A-FURNITURE				
1. Office	5			*
2. Office chair	5			*
3. Metal cabinet	5			*
4. Metal filing cabinet (4 drawers)	5			*
5. Folding table (48 x 96 inches)	1			*
6. Folding table (32 x 96 inches)	1			*
7. Folding chair	12			*
B-EQUIPMENT AND ACCESSORIES				
1. Scanner	1			*
2. Video projector	1			*
3. Copier	1			*
4. 6 KW generator	1			*
5. Inverter 3 KW	1			*
6. Inverter 12 Volt Battery	8			*
7. Stabilizer	1			*

* *Materials available on the local market (in Haiti)*

LIST OF MATERIAL RESOURCES NEEDED

DESIGNATION OF PROPERTY	QUANTITY	PRICE		COMMENTS
		UNIT	TOTAL	
C-MISCELLANEOUS EQUIPMENT				
1. Bridge (for flip chart or "Flipchart")	1			*
2. Flip chart or "Pad" (large)	1			*
3. Box "Marker" or felt délébile (whiteboard)	1			*
4. Box "Marker" or permanent marker (for flip chart)	1			*
5. Whiteboard	1			*
6. Wiper or brush (whiteboard)	1			*
7. Guillotine (for paper)	1			*
8. Radio cassette and CD	1			*
9. 27-inch TV	1			*
10. DVD player	1			*
11. Rewritable CD box	1			*
12. Digital camera	1			*
13. Jump Drive 8GB	6			*
14. Water cooler	1			*
15. ABC type fire extinguisher	1			*
16. Plastic trash	3			*
17. Plastic bottles (5 gallons)	4			*
18. Refrigerator	1			*
19. First Aid Kit	1			*
20. Ordinary box of tools (hammer, pliers, screwdrivers, etc.)	1			*

* *Materials available on the local market (in Haiti)*