General Guidelines for Supplies for Graduate Assistants and Teaching Assistants

During each fiscal year (July 1-June 30), each GA & TA are allowed the following:

- 1 toner cartridge, if you share a printer you are allowed 2 (Must bring “old” cartridge when requesting replacement)
- 3 reams of paper

We try to set up student offices and supply needed materials for the office which includes stapler & staples, staple remover, ruler, pencils and pens, paper clips & binders. Should you need any of these items please contact Donna Walker (FLG 330, dwalker@hhp.ufl.edu).

*The items listed above and provided by the department BELONG to the University/Department. When you leave the university the items listed above should remain in the office for the next occupants. If they are not left, then these items will be considered stolen. THIS IS THEFT!

TA’s:

Please bring/email Donna your copy requests, using the following guidelines:

- Textbooks are ordered/checked out and MUST be returned to Donna in 330 FLG at the end of each semester. Textbooks are University property, even if you ordered them yourself (as your affiliation with the University is how you obtained access to it).
- Minimum 24 hour notice for requests
- If request is via email, please confirm she has received and is in the office that day.
- If hand delivered, please place in her “in box” on the top, left hand side of her desk with her name on it (beside the brown accordion file organizer).
- Please clearly state:
  o Number of copies requested
  o Who the copies are for
  o When the copies are needed
  o Copies will be completed front/back, unless otherwise stated
  o If requesting to be stapled/additional special requests

Please also see Donna for Scantrons.

Donna will be happy to assist you with any additional needs you may have, or any questions/concerns.

Thank you