



a compassionate interfaith response to HIV/AIDS

**Items needed
as of
Feb. 16, 2009**

Please call the office to be sure these items are still needed, and for further details. We can give you a catalogue number for many of these items. You can give money toward purchase of any item, or donate the item in-kind. TIHAN is a 501 (c) 3 organization; your donation may be tax deductible. Thank you for thinking of us!

Tucson Interfaith HIV/AIDS Network
1011 North Craycroft Road #301
Tucson AZ 85711-7301
Phone: 520-299-6647 FAX: 520-784-0620
Email: friends@tihan.org

Supplies currently needed

- New plastic cutting boards for Poz Cafe.
- 1" View Binders (3-ring binders), white, with round rings, for training manuals.
- Multi-purpose white paper, 20# bond, 8.5" x 11"; for photocopying and general office use.
- Three-hole-punched white photocopier paper, 20# bond, 8.5" x 11".
- Plastic tabs for hanging file folders, 1/3rd cut, clear and assorted colors.
- Plastic forks to use in office kitchen and at TIHAN events.
- Self-inking rubber stamp in blue or red ink that says:
 DRAFT
- Two self-inking rubber stamps in blue or black ink for return address that say:
 1011 North Craycroft Road #301
 Tucson, Arizona 85711-7301
- Photograph albums to fit 3-hole punched sheets that are 13" x 6.5" with 3 sleeves on each side to hold 4" x 6" prints.

Office Equipment

- 10- or 12-cup automatic drip coffer maker with automatic shut off.
- Shredder for medium-size office; medium-security cross-cut/diamond-cut shred.
- Donations towards purchase of a new server for our office computer network.
- One used hard drive for a year-old pc computer.
- Flat-panel monitor, 17" to 18" size, able to run on Win XP SP2 (we could use up to 5 of these).
- New surge protector for our computers and printers, with 6-foot or longer cord (we could use up to 10).
- High-quality color scanner, flat bed.
- One four-drawer, locking, fire-proof file cabinet.
- 25-foot outdoor electrical extension cable, able to plug in several devices (on a storage device).

Services

- Donation towards hours of technical computer service from our computer consulting company.
- Once-a-year professional carpet cleaning service.
- A handy-person who can help us with minor improvements and repairs around the office.
- Monthly or quarterly office cleaning service.
- Programming for our Lucent Technologies "Partner" telephone system.

Please turn this sheet over to see other items on our Wish List....

Office Furnishings

Design of and building or purchase of storage and equipment area in alcove in kitchen.

Attractive shelving or storage walls for two of TIHAN's offices.

Four industrial carpet-protection mats to protect carpet inside each door. In a color to match our décor.

Attractive, open shelving to hold paper near photocopy machine.

Attractive cabinets with doors and drawers for our bathrooms; perhaps with a drawer for each of our six office personnel.

Vertical blinds for patio doors to match style in Administrative Assistant's area.

Attractive name plates for rooms and offices.

One paper towel roll holder to mount on wall in kitchen.

Table top protectors, such as Plexiglas, pads, or padded or oilcloth tablecloths, for three conference room wood tables, each 72" x 42".

Supplies always needed

Colorful, plastic, disposable table cloths for 72' x 32" tables at Poz Cafe tables (need 25-30 per month).

CR-R printable disks in a spindle package.

Expandable file pockets, letter size, 2" and 1" expansion.

Personal care items for Poz MarketPlace.

Gift cards to grocery stores (\$5 to \$10 amounts, to be given to CarePartners).

Ink and toner cartridges for printers and fax machine.

Box bottom hanging file folders, letter size, assorted widths (1", 2", 3").

Hanging file folders, letter size.

Multi-purpose white paper, 20# bond, 8.5" x 11"; for photocopying and general office use.

Three-hole-punched white photocopier paper, 20# bond, 8.5" x 11".

Multi-purpose colored paper, 20# bond, esp. blue, yellow, green, pink, and buff.

Writing tablets, 8.5" x 11", white or yellow

Avery 5160 address labels for laser printers.

Self-adhesive name badges.

Post-It Notes, yellow, all sizes.

Easel pads, plain white paper (Post-It-Pads would be lovely).

Security (tinted or shaded inside) envelopes, business size (#10).

Manila envelopes with clasp, size 6.5" x 9" or 6" x 9".

First-class letter and postcard stamps, self-adhesive.

Blank note cards with pretty designs on cover.

Gift certificates to party supply stores.

Disposable hot drink cups for office kitchen and at TIHAN events (8-10 ounce size).

Small paper cups for water cooler (4-6 ounce size).

Disposable cold-drink cups (8-12 oz).

13-gallon plastic bags for lining waste paper baskets.

Large plastic bags for trash (30-gallon to 39-gallon)

Containers of liquid hand soap.

Paper towels for office use.

Toilet paper and Facial tissues for office use.