Schedule 4. Office Supplies

| (1) <br> Item | (2) <br> Cost or other basis | (3) <br> Insurance or other reimbursement | (4) <br> Gain from casualty or theft ${ }^{1}$ | (5) <br> Fair market value before casualty | (6) <br> Fair market value after casualty | (7) <br> Column (5) minus column (6) | (8) <br> Smaller of column <br> (2) or column <br> (7) ${ }^{2}$ | (9) <br> Casualty/Theft Loss (column <br> (8) minus column (3)) ${ }^{3}$ |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Calendar |  |  |  |  |  |  |  |  |
| Correction fluid |  |  |  |  |  |  |  |  |
| Envelopes |  |  |  |  |  |  |  |  |
| File folders |  |  |  |  |  |  |  |  |
| Glue |  |  |  |  |  |  |  |  |
| Hole puncher |  |  |  |  |  |  |  |  |
| Paper |  |  |  |  |  |  |  |  |
| Paperclips |  |  |  |  |  |  |  |  |
| Pencils |  |  |  |  |  |  |  |  |
| Pens |  |  |  |  |  |  |  |  |
| Ruler |  |  |  |  |  |  |  |  |
| Scissors |  | - |  |  |  |  |  |  |
| Stamp pad |  |  |  |  |  |  |  |  |
| Stapler |  |  |  |  |  |  |  |  |
| Staples |  |  |  |  |  |  |  |  |
| Tape |  |  |  |  |  |  |  |  |
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${ }^{2}$ If the property was completely destroyed or stolen, enter in column (8) the amount from column (2).
${ }^{3}$ If zero or less, enter -0-.

