

WARTBURG COLLEGE OFFICE SUPPLY PROGRAM

The College has entered into an agreement with Staples to provide office supplies. The agreement will provide quality office supplies in a timely manner, saving College resources.

The Business Office will provide access to Stapleslink.com to selected individuals so they may order their department office supplies on-line. The Bookstore will continue to stock office supplies and departments may continue to obtain their office supplies directly through them. The Bookstore will carry individual items as well as certain items that will not be available through Staples. They will continue to provide a 25% discount for department purchases on most office supplies. Departments should **ONLY** purchase their office supplies through the Bookstore or Stapleslink.com. The College Wells Fargo Credit Card should **NOT** be used to make office supply purchases. Individuals will no longer be reimbursed by the College for office supplies, unless an exception has been pre-approved by the Business Office. If there is an item that you cannot find in the Bookstore or on the Stapleslink.com web site, please contact Cathi Duitsman and she can follow-up with our Staples representative to see if the product can be added.

Initially, each secretary, office coordinator, and administrative assistant will have on-line access to make purchases for their respective departments via Stapleslink.com. Any user changes should come from the respective budget manager and should be submitted to Cathi Duitsman, Administrative Assistant for the Vice President of Administration who will make the change to the on-line system.

ORDERING ITEMS:

An authorized individual for a department will accept requests and/or identify when office supplies are needed. The individual will determine whether the purchase will be made via the Bookstore or Stapleslink.com. If the Bookstore is selected, the item will be charged directly to the department. If Stapleslink.com is to be used, the individual will:

1. log-on to the Stapleslink.com web site with a unique I.D. and password.
2. shop on-line and add items to the on-line shopping cart.
3. select the appropriate department to charge the items. * The person placing the order should also include, in the description area on the on-line system, the person whom the item relates. This will help when multiple items are ordered for different people in a department or area.
4. submit the order.

* If account numbers need to be added or removed from the individual user's account, the Department Budget Manager should contact Cathi Duitsman who will make the change to the on-line system. If the person placing the order on-line needs to make a change to where an item will be charged, they should contact Cathi Duitsman with that information.

The order will be delivered to the mailroom the next business day (assuming the order was submitted by 3 p.m. the prior day). The mailroom will distribute the package according to its normal schedule. Although there is no minimum order, we ask that your Stapleslink.com order be a minimum of \$25 to help keep overall deliver cost down.

The authorized individual will be responsible for making sure all the items ordered were received as well as for distribution. If an item was not received or needs to be returned, it is the authorized individual's responsibility to contact Staples.

TYPES OF ITEMS TO ORDER ON-LINE:

Most office supplies can be ordered through the Stapleslink.com. However, the purchase of certain items is handled centrally at the College and should only be purchased through those specific departments as listed below:

1. Toner and ink jet cartridges for printers, faxes, copiers, scanners, etc. should be purchased through the Bookstore.
2. Paper for printers, faxes, copiers, scanners, etc. should be purchased through the Copy Center.
3. Computers, printers, faxes, scanners, digital cameras, projectors, cables, etc. should be purchased through Information Technology Services.
4. Furniture, desks, chairs, tables, file cabinets, etc. should be purchased through Operations and Maintenance.

If an item you want to purchase is "blocked" on the Staples system, but does not fall under one of the exception categories list above, please contact Cathi Duitsman so she can request that the item be un-blocked.