

Office Supplies

- A. Through a TBR system-wide initiative, all office supplies must be purchased through Staples.
1. **TBR defines office supplies as anything that would be found either in the Staples catalog or at Stapleslink.**
 2. If departments can document cheaper pricing for an item, then the department will be permitted to buy from another vendor other than Staples. The documentation needs to be kept with either the credit card reconciliation, department local purchase invoice or purchase requisition.
- B. The following steps allow designated people in each department to purchase office supplies:
1. Obtain a username and password from the Purchasing Office.
 2. Go to the Staples Web site: www.stapleslink.com
 3. After logging on, "ok" the shipping destination which is automatically defaulted to Central Receiving.
 4. Select the items to purchase or search the database using the manufacturer's code for a specific item.
 5. After selections are finished, view the cart to verify the order.
 6. Once verified, press submit and the site will ask for the purchase order number or a credit card. If using a banner foap number, place the number in the PO# line. If using a credit card, place the word "credit" in the PO # line and place the credit card number in the correct area labeled "credit card" and press submit.
 7. If your order is over the allowable limit, automatically it will forward to Purchasing Office to await your requisition.
 8. If you have any questions, please contact the Purchasing Office at 7022 for Staples assistance.