Purchasing Procedure-Office Related Products

Subject: Office Related Products
Funds Impacted: All Funds (KU, KUCR and KUEA)
Authority: KU Purchasing Policy dated March 1, 2013- Section III Applicability
Effective Date: August 1, 2013

Summary: Effective August 1, 2013 all Office Related Products shall be purchased from Staples using the KU Procure to Pay System (KUPPS).

Scope Defined: Office Related Products are defined as all products listed in the following Staples Catalog Categories:

- Ink and Toner
- Envelopes/Labels/Mailing
- Filing/Binding/Organizers
- Paper/Notebook/Cards
- Pens/Desk Supplies/Tape

Exceptions: Authorized exceptions to this Purchasing Procedure include the following:

- Ink and toner may also be purchased directly from Cartridge King by using the Cartridge King KUPPS Catalog.

- If there is an immediate need present that cannot be met by Staples' next day service, then a local vendor may be utilized.*

- No product is available from Staples that meets the required need. **

- University personnel are in travel status or are stationed in off-campus locations that do not allow access to KUPPS. *

- If material savings can be achieved the use of a different vendor may be authorized. As a general rule no transaction with a different vendor will be approved unless savings of at least $50 or 10%, whichever is greater, can be achieved. **

Process Instructions:

- *The appropriate P-Card should be used in these instances. Comments explaining the circumstances of the transaction shall be included at the time of P-Card reconciliation.

- **Comments explaining the circumstances of the transaction shall be included on the KUPPS Purchase Order, KUPPS Check Request or P-Card reconciliation.

Assistance: Contact Purchasing Services by phone at 4-5800 or via email purchasing@ku.edu.

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