

OFFICE SUPPLY: DEFINITION

For purposes of defining “**Office Supply**” (or “Office Supplies”) as it relates to procurement, the meaning is understood to be:

A consumable item/product used regularly in an office environment to perform departmental personnel’s daily work assignments.

Office Supplies to include but not limited to:

Pens, Pencils, Markers, Note Pads, Composition/Theme Books, Post-It-Notes, Paper (other than for copier,), Index Cards, Labels, File Folders, File Organizers, Envelopes, Staplers, Scissors, Tape, Pushpins, Binders, Binder Index Systems, Paper Clips, Rubber bands, Desktop Toner Cartridges,

Furthermore, the established contract with Staples is for daily routinely used Office Supplies; however, items such as furniture, office equipment, etc. as listed below may also be available thru this contract and may be purchased at a discounted price but are **NOT** to be considered typical Office Supplies. These items are not considered office supplies and should be categorized accordingly as purchased by your office.

Unfortunately, because office supply (or supplies) is intrinsically an all-encompassing term, there will always be “gray” areas that will need to be handled on a case-by-case basis. The Department of Purchasing can assist in any clarifications required.

- Office Supplies **Can Not** be categorized in e-Pro as anything else, such as:
 - ❖ Furniture
 - ❖ Office Equipment
 - ❖ Food & Beverage
 - ❖ Janitorial Items
 - ❖ Computer Supplies & Accessories
 - ❖ Graphic Art Supplies
 - ❖ Communication Equipment & Supplies
 - ❖ Batteries