Information

Purchase of Office Supplies

Number

PUR - 7.00

Applicability

This policy applies to University Administrators, Faculty, and Staff.

Administrative Authority

Vice President for Finance and Chief Financial Officer

Responsible Unit

Sally Molsberger, Chief Procurement Officer - Procurement Services
Service Complex, University of Louisville
Louisville, KY 40292
502-852-8223
purchase@louisville.edu

History

Original Date: Unknown
Revision Date(s): April 19, 2017; June 13, 2017; August 5, 2019; December 7, 2020
Reviewed Date(s): December 1, 2020; April 28, 2023

Categories

Statement:

Office Supplies are to be purchased through the University's contracted vendor, Staples Advantage.

Related Information:

KRS 45A.520 requires a minimum recycled content on selected paper related products. Therefore, there are products that will be blocked from ordering unless they meet the recycled criteria. A prompt will appear on the specific items affected instructing the ordering department to select a recycled content item.

All toner and ink cartridges ordered will be filled with a recycled/remanufactured replacement in accordance with the University commitment to sustainability.

Core items have been pre-selected to maximize savings to the University.

Definitions:

For purposes of defining "Office Supply" (or "Office Supplies") as it relates to procurement, please refer to Office Supply Definition.

Procedures:

A Staples Advantage User Quick Guide is available. This guide contains useful information on how to process orders, returns, etc. Staples Advantage accepts the University's procurement card as the only method of payment.

1. Staples Advantage internet ordering. All online ordering must be done at the staplesadvantage.com website.
2. To request a user ID and password, email the Purchase Service Account at purchase@louisville.edu.
3. Instructions for internet ordering are available in the Staples Advantage User Quick Guide.

Forms/Online Processes:

UofL employees that only need to browse the Staples Advantage website, should email the Purchase Service Account at purchase@louisville.edu for log-in credentials.

Items that are being sold in the Stockroom will be blocked from ordering from Staples Advantage. A listing of the items can be obtained from the Current Stockroom Catalog.