

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](#).