MEMORANDUM

TO: Medgar Evers College Campus Community

FROM: Goldene Lewis-Kelly, Fin. Procurement Dir.

DATE: November 25, 2013

RE: Office Supplies Protocol

****

The Purchasing Office, last Fiscal Year, established the 'Virtual Stockroom' with Staples Advantage. This affords all units the ability to order all office supplies historically supplied through the Central Receiving (Stock Room) Department. Office supplies restricted from this process are: Xerographic (copy) paper, toners (Exceptions: Konica Minolta & Academic Students Computing Center toners), examination booklets and water. The Stock Room will continue to purchase and distribute as requested to fulfill this need.

To gain the full advantage of this arrangement, areas and units heads are strongly encouraged to complete two actions:

1. Prudently allocate an office supplies budget that can satisfy this need for the current budget period; July 1, of the current year through June 30 of the following year.
2. Create and submit a CUNYfirst requisition and manage the Staples Account for the reserved sum

The Purchasing Office upon receipt of a requisition will set up each Staples Advantage account. Upon completion, both the Purchasing Office and Staples Advantage will send an e-mail notification with instructions to the requester to begin ordering the needed supplies.

For the referenced office supplies distributed through the Stock Room (copy paper/toners/examination booklets/water), they be ordered **SOLELY** by the Stock Room on behalf of the entire campus. Toners model numbers and types are determined **SOLELY** through the property manager's inventorial Equipment list. Please ensure your printers data are inventoried by the Property Manager.

To request toners, contact the Stock Room directly and complete the Stock Room Request Form. A Stock Room staff would deliver one toner and collect one empty cartridge for recycle. **All Units are required to keep a backup toner on hand to avoid interruption in service.**

To request xerographic (copy) paper, contact the Stock Room directly and complete the Stock Room Request Form. A Stock Room staff would deliver one case of paper to be distributed amongst the office

staff. **Units are STRONGLY encouraged to submit all LARGE Volume print jobs to the Reprographic Department.** The Reprographic production printers are designed to handle these large volume prints and will curtail the cost typically associated in using areas copiers/printers.

Please contact the Purchasing Staff on extensions 6119/6122/6923/6995 should the need arise for further assistance on this matter.

1650 Bedford Avenue ▪ Brooklyn, New York 11225 ▪ 718.270.6121 ▪ 718.270.6916 fax