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## University Office Supply Purchases

Charleston Southern University has entered a 5-year agreement with OfficeMax effective September 2013. This agreement has consolidated all office supply purchases to be exclusively ordered from OfficeMax\*\*.

CSU is part of a buying group which is how discounted prices are negotiated. OfficeMax also allows CSU to add 600 core items that are not part of the buying group discounts. The purchasing office has been working with departments on campus to customize the list of core items.

Upon receiving a log-in to OfficeMax Workplace, users can determine if the item is on the contract by the notation of a “C” beside the price. To inquire about adding an item to the contract, please contact the Purchasing Office.

*Can I use my Pcard to make office supply purchases?*

All purchases for office supplies should be done through OfficeMax Workplace and they bill directly based on your cost center (department number). Use of your pcard for office supplies are not authorized\*\*.

*What if items are cheaper somewhere else?*

Please send the information to the Purchasing Agent. Please include the vendor and price of the item and OfficeMax will attempt to price match.

*What if OfficeMax does not have what I need?*

Coordinate with the Purchasing Agent to confirm where to purchase the item if it is not available at OfficeMax

*What if it is an emergency and I need the item right away?*

Departments should make arrangements to ensure that they are purchasing from OfficeMax Workplace online for items that are needed on a regular basis. Supplies should be monitored to maintain necessary stock and allow time for delivery. In rare emergencies, where an in-store purchase is required, staff can come to the Purchasing Office to obtain an Office Depot card. Your general ledger account will be charged for the items.

*What store should I go to now that the OfficeMax store has closed in Charleston?*

As it is more efficient for orders to be placed online, please place all orders on the website. This gives the departments the deepest discount and ensures that the additional rebates we receive are utilized. Rebates from online orders are filtered directly to departments. As mentioned above, only after consulting the Purchasing Agent can in-store purchases be made.

*How are the departments invoiced?*

Invoices are sent monthly to the Accounts Payable office. Your general ledger account will be charged when the payment is made to OfficeMax. No Open PO's will need to be created moving forward.

*What if I order for multiple departments?*

The account charged is based on the “cost center” you select. Please confirm the cost center you are ordering with is for the correct department.

*Can I order from Office Depot now that OfficeMax and Office Depot have merged?*

Although Office Depot Max, Inc has been established, OfficeMax and Office Depot remain subsidiaries under the company and are operated separately at this point. The Purchasing Office will keep the departments abreast of the changes as information is released.

*\*\*In extreme circumstances, purchasing from suppliers outside of this contract is granted but should be done after consulting with the Purchasing Office.*

*Integrating Faith in Learning, Leading and Serving*