DEPARTMENT PAPER PURCHASING PROCEDURE

Purpose: In a concerted effort to reduce office supply costs district wide, Finance is the only department that will purchase plain copy paper cases in bulk for the entire district. The paper will be stored and managed by Technical Services in the Rawlings branch and all departments will request paper from Technical Services.

Procedure:
- Submit a work order from the Help Desk to Technical Services requesting cases of paper
  - Choose *"Cases of Paper"* as the category and specify the number of cases requesting in the body of the work order ticket.
  - Technical Services will fulfill order and send for delivery
    - Branches in the district will have cases delivered by courier. There is a <u>maximum limit of 2 cases</u> per branch at one time.
    - Rawlings departments will have paper delivered by Facilities. Facilities delivers to Rawlings departments through a work order initiated by Technical Services. There is a <u>maximum limit of 4 cases</u> per department at one time.
- At the end of each month, Technical Services will send a report up to Finance with total numbers of cases order per branch/department
- Finance will expense the amount per case ordered to each office supplies expense account as part of month closing processes.

Notes:

∗ Only cases can be requested. Single reams are not available for distribution.
∗ E-requestor PO requisitions for copy paper will no longer be accepted.
∗ Please allow 3-4 days to receive your paper order. Therefore, please <u>plan accordingly to ensure your department does not run out of paper.</u>
∗ Paper orders may be limited by inventory on hand. If the supply is low, a reduced number of cases may be provided until more is received by Technical Services.