

Office Supply Purchases

The Office of State Procurement has issued an Office Supply Contract. This contract is **mandatory** for all state agencies, including Arkansas State University.

All office supplies **must** be purchased from one of the following sources **only**:

Staples – online purchases

Goddess Products/Office Depot – online and in-store purchases

You may purchase your office supplies by requisition or P-Card, but only from these sources. P-Card purchases will be monitored closely and unauthorized office supply purchases may result in loss of P-Card privileges.

Do not order toner or printers. Arkansas State has partnered with Xerox Services to deliver best in class services and technology to optimize our printing, copying, scanning and faxing needs. Colleges, departments and offices won't need to worry about replacement printers or toner orders.

A minimum purchase of \$50 is required when using the office supply websites for PO's and P-Cards. Purchases made in-store have no limit requirements.

If you do not have a user name or password for ASU's contracted websites, email your contact information to Nanya French at nfrench@astate.edu or Rebecca Spicer at rspicer@astate.edu.

Once you have obtained your user id and password, please use the correct website in order to receive the contracted prices.

Staples – <http://www.StaplesAdvantage.com>

Office Depot/Goddess Products–<http://www.goddessproductsinc.com/arkansas.html>

GovConnection – <http://www.govconnection.com/arkansasstate>

If you have any questions, feel free to contact Nanya French at ext. 3445, Rebecca Spicer at ext. 2229 or Lisa Glasco at ext. 3449.