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**Procurement of Office Supplies**

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**Scope:** All campuses served by Louisiana State University (LSU) Procurement Services.

**Effective:** **Effective Immediately**

**Purpose:** To define procurement procedures for office supplies

**A. Program Summary:**

LSU Office of Procurement Services has contracted with an office supplier, Office Max Inc., through the competitive process as its exclusive vendor for all office supply products. The procurement of office supplies has been consolidated to realize larger volume discounts which will result in ongoing savings for LSU and LSU has received a signing bonus for the exclusivity.

**All departments and campuses shall obtain all office supplies from Office Max Inc. through LSU GeauxShop.**

The office supplies catalog in LSU GeauxShop features core items with deep discounts and firm pricing. The remaining non-core items receive a category percentage discount off the manufacturer's list price. The contract offers category discounts as follows:

Ink/Toner	25%
Office Supplies	55%
Paper	50%
Technology Supplies	35%
All Other	40%

The Office of Procurement Services will add core items on a quarterly basis according to the needs identified and negotiate deeper discounted prices as the market demonstrates.

Exemptions/Exceptions to purchase office supply items outside of LSU GeauxShop must be approved prior to the purchase by the Executive Director of Procurement Services or designee.

**Failure to adhere to the policy for the procurement of office supplies may result in the purchase being disallowed and require the use of private and/or personal funds.**

**B. Office Supplies Defined:**

Office supplies are broadly defined as any day-to-day generic office supply used in your general business functions and office operations, and are typically non-technical in nature.

Office supply items include, but are not limited to:

- **Consumables with a singular/limited life or usefulness** (e.g. calendars, paper fasteners, pens/pencils/writing/marketing tools, writing pads/notebooks, document filing & storage needs (folders/boxes/binders), audio-visual presentation supplies (easels, transparencies, bulletin /marker boards), generic office paper products (excluding specialty paper and custom printed paper products), desk accessories, personal organization aids, data processing media.).

- **Small office tools/aids – mechanical and electrical** (e.g. calculators, staplers, paper punches, date/time stamps, label makers, clocks, computer accessories).

If an acceptable office supply item cannot be found on the LSU GeauxShop, an email should be submitted to GeauxShopHelp@lsu.edu detailing the item description, quantity, and manufacturer's number.

### C. Excluded Items

Food, appliances, TVs, cellular phones, computers, copiers, fax machines, classroom equipment and furniture (tangible non-consumable movable property with a unit cost of \$1,000 or more and a useful life of one year or more) such as large whiteboards, chairs, tables, etc., are not considered office supplies and are not eligible for purchase under this contract.

### D. Delivery

All in-stock items shall be delivered next day to the building and room number identified on the delivery packing slip. Special delivery may be arranged by contacting the office supplier directly after the order has been submitted. Backorders are to be immediately identified by the supplier who will provide an estimated date of product availability for the item.

### E. Invoice and Payment

All invoices and payments are handled electronically. Invoice detail will be received through LSU GeauxShop. Payments will be made by Accounts Payable directly to the supplier via electronic funds transfer. **Office supplies shall not be purchased via LaCarte Card, Direct Charge, Petty Cash or Miscellaneous Check Request unless prior written approval has been obtained from the Executive Director of Procurement Services or designee. If prior approval is not obtained, a Procurement Noncompliance Form (PUR516) will be required and may require payment through private/personal funds.**

### F. Emergency Purchases From Other Vendors

An emergency condition is defined in the Louisiana Procurement Code as "a situation that creates a threat to public health, welfare, safety, or property, such as may arise by reason of floods, epidemics, riots, equipment failures, or such other reasons as may be proclaimed by the Commissioner of Administration." An emergency purchase may be made when the existence of an emergency condition creates an immediate and serious need for supplies that cannot be purchased through the mandated office supply contractor and the lack of which would seriously threaten:

- The functioning of the university,
- The preservation or protection of university property, or
- The health or safety of any person.

The Office of Procurement Services must be contacted for approval when an emergency condition arises where a purchase must be made from a vendor other than the contracted vendor in LSU GeauxShop. If an emergency condition arises after office hours and circumstances will not permit any delays, then the department head or an authorized department representative should attempt to follow purchasing guidelines as much as possible and proceed with the purchase. Written documentation explaining the nature of the emergency and why the LSU GeauxShop could not be used to purchase the emergency supplies must then be signed by the department head or authorized representative and attached to an email or the LaCarte entry and released to the Office of Procurement Services within two (2) working days, with attached documentation. **Office supplies purchased from other vendors and disapproved as an emergency purchase may result in the purchase being disallowed and subject to the use of private and/or personal funds.**