



CAMPUS CORRESPONDENCE

Date: January 22, 2014

To: Vice Chancellors, Deans, Directors, Department Heads and Business Managers for all campuses served by Louisiana State University (LSU) Procurement Services

From: Marie C. Frank *Marie C. Frank*
Executive Director of Procurement Services and
Property Management

Subject: FASOP PUR-04: Procurement of Office Supplies – Effective December 10, 2013

This memorandum is issued to advise all departments and campuses served by Louisiana State University (LSU) Procurement Services of the requirement to use the exclusive Office Supply Catalog contract with OfficeMax Inc. through LSU GeauxShop to obtain their departmental office supplies.

If an office supply item cannot be found in LSU GeauxShop, an email should be submitted to GeauxShopHelp@lsu.edu detailing the item description, quantity, and manufacturer's number. The Office of Procurement Services will work with OfficeMax to have the item added if necessary.

LSU's OfficeMax Sales Representative is Marco Morales and he can be reached via phone at (985) 510-0468 or via email at marcomorales@officemax.com.

Reach out directly to the OfficeMax Representative for the following issues:

- Bulk/large quantity purchases
- Custom items
- Delivery issues
- Low Cost Alternatives
- Return Items
- Track orders
- Training on the OfficeMax punch-out catalog

The LSU's dedicated OfficeMax Customer Support team can also help you with the above issues. To reach the LSU Customer Support team call (877) 429-4565 or email customersupport@officemax.com.

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.