

## Purchasing Procedure-Office Related Products

Subject: Office Related Products  
Funds Impacted: All Funds (KU, KUCR and KUEA)  
Authority: KU Purchasing Policy dated March 1, 2013- Section III Applicability  
Effective Date: August 1, 2013

Summary: Effective August 1, 2013 all Office Related Products shall be purchased from Staples using the KU Procure to Pay System (KUPPS).

Scope Defined: Office Related Products are defined as all products listed in the following Staples Catalog Categories:

Ink and Toner	Envelopes/Labels/Mailing
Filing/Binding/Organizers	Paper/Notebook/Cards
Pens/Desk Supplies/Tape	

Exceptions: Authorized exceptions to this Purchasing Procedure include the following:

Ink and toner may also be purchased directly from Cartridge King by using the Cartridge King KUPPS Catalog.

If there is an immediate need present that cannot be met by Staples' next day service, then a local vendor may be utilized.\*

No product is available from Staples that meets the required need. \*\*

University personnel are in travel status or are stationed in off-campus locations that do not allow access to KUPPS. \*

If material savings can be achieved the use of a different vendor may be authorized. As a general rule no transaction with a different vendor will be approved unless savings of at least \$50 or 10%, whichever is greater, can be achieved. \*\*

Process Instructions:

\*The appropriate P-Card should be used in these instances. Comments explaining the circumstances of the transaction shall be included at the time of P-Card reconciliation.

\*\*Comments explaining the circumstances of the transaction shall be included on the KUPPS Purchase Order, KUPPS Check Request or P-Card reconciliation.

Assistance: Contact Purchasing Services by phone at 4-5800 or via email [purchasing@ku.edu](mailto:purchasing@ku.edu).

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