

<p style="text-align: center;">VILLANOVA UNIVERSITY PROCUREMENT DEPARTMENT Policy and Procedure</p>	<p>Policy Number :</p>
	<p>Submitted By : John Durham Date:</p>
<p>Title : Purchasing of Office Supplies and Copy Paper</p>	<p>Approved By : Date: 11-4-02</p>

Policy:

The Procurement Department has entered into a partnership agreement with Office Basics, Inc. to be the exclusive supplier of office supplies and copy paper. The University has also committed to purchasing products with the highest percentage of recycled content available provided that the products meet acceptable use and performance standards.* All purchases will be monitored and reviewed by the Procurement Department to meet compliance.

*See Green Purchasing Policy adopted by University VQI Council November 28, 2001.

Procedures:

1. Departments can sign up for an Office Basics account by completing an Account Authorization form located on the Procurement Web site. This form is for both new account sign up and all web account ID and password authorizations. This form must be faxed to the Procurement Department at 97716.
2. Departments may shop for items to be purchased through any of the following methods:
 - a. Villanova's "Order Form" listing the most commonly used items and best contracted pricing. This list can be found on the Villanova Procurement website and printed as needed.
 - b. "Villanova University Contract Catalog" : 3,000 items with excellent contract pricing. Pricing shown in catalog reflects Villanova pricing.
 - c. Office Basic's Large Catalog: For items not found on order form list or small catalog. Villanova pricing is 25-70% off this listed price.
 - d. Web-ordering system: Pricing shown on the web-ordering system reflects Villanova pricing (see training guide located on Procurements web site).
3. The following items are excluded from ordering direct from Office Basics:
 - Furniture (exceptions authorized by Procurement)
 - Computers/computer hardware and software
 - Printers
 - Copiers
 - Fax machines

4. Departments may order supplies by any of the following methods:
 - a. Order supplies directly from Office Basics web site
 - b. Completing ordering sheet and fax to Office Basics
5. Deliveries will be made directly to your desk by Office Basics
6. Invoices will be received at time of delivery. You need to check the order, sign the invoice, and file the invoice for your records.
7. Payment to Office Basics is done monthly by Procurement and is automatically deducted from your budget the 5th day of the month following your purchase.
8. If there are any questions or discrepancies with your order or your budget charges, please contact Office Basics or Ellen Urben at 94233.