

Blue Mountain Community College
Administrative Procedure

Procedure Title: Central Purchasing of Office Supplies
Procedure Number: 01-2004-0001
Board Policy Reference: IV.A

Accountable Administrator: Vice President, Administrative Services
Position responsible for updating: Bookstore Manager
Original Date: April 7, 2004
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Authorizing Signature: *signed original on file*
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Purpose/Principle/Definitions

Programs or departments can complete a Central Purchasing order form to stock their office space with general office supplies or replace ink/toner cartridges for the printers. Office supplies on the Central Purchasing Office Supply form are provided to all departments in the General Fund at no charge to the individual department. Ink and toner cartridges are charged to the individual departments and will include a paper surcharge of \$0.005 per page of stated cartridge page yield. General office supplies are housed in a BMCC Bookstore storage area in Pioneer Hall. Ink/toner cartridges for printers will be purchased through Central Purchasing as orders are received.

Guidelines:

- ✓ A complete order with correct account numbers must be submitted. Unusual or large orders may require a signature.
 - Orders may be submitted at any time to Central Purchasing.
 - The order form is available on Staff Web under Forms. For office supplies, the file is named "Central Purchasing Office Supply Form." For ink/toner orders, the file is named, "Central Purchasing Ink & Toner Order Form."
 - Office Supply and Ink and Toner order forms may be sent via email to centralpurchasing@bluecc.edu (preferred), or a physical copy may be delivered to the BMCC Bookstore.
 - Allow 7-10 business days for order fulfillment (subject to availability).
 - Office supplies on the Central Purchasing Office Supply form are provided to general fund departments at no charge. Ink and Toner cartridges are charged to the department with a monthly journal entry. Special Order items are explained below.

- ✓ Items ordered that have been received will be placed in the department's mail slot in the mailroom department or delivered directly to the department if large in size or quantity.
- ✓ Orders from locations other than the Pendleton campus will be shipped directly to the requesting location whenever possible. Once the order is received at a separate location, a check must be to ensure that all items have been received. The packing slip must be marked as received and forwarded to the mailroom clerk either physically through intercampus mail, or by scanning and emailing the packing slip to shipping@bluecc.edu. To help minimize shipping costs, employees at branch campuses should make every effort to combine and consolidate orders.
- ✓ Any items not listed on the Central Purchasing order form will be treated as a "Special Order".
 - Special Order items from current office supply vendors (Staples & Office Depot) as well as from Amazon.com can be fulfilled through Central Purchasing. A purchase order for the 'special order' item(s) must be created by the individual including the proper account code. Blue Mountain Community College has negotiated contract pricing with the office supply vendors, as well as special business pricing with Amazon. If a price is needed for the item in order to complete the purchase order, item information must be emailed to centralpurchasing@bluecc.edu. A response with all the required information needed to generate the purchase order will be created. After the purchase order has been authorized, the purchase order number must be emailed to centralpurchasing@bluecc.edu for the order to be placed.
- ✓ The Central Purchasing Office Supply and Ink and Toner order forms will be reviewed and updated on an annual basis utilizing ordering data to determine which products would be appropriate to add or remove from the forms.
- ✓ Returns, refunds, or defective merchandise will be replaced at the time of return, if the item(s) to be returned is in stock.

Special Forms:

Central Purchasing Office Supply Form

Central Purchasing Ink & Toner Order Form