

Frequently Asked Questions (FAQs) Office Supply Contract

1. What is the office supply contract?

George Mason University entered into a mandatory exclusive contract with The Supply Room Companies for the purchase of office supplies effective February 15, 2010. All departments and operating units are to purchase office supplies only from The Supply Room Companies and discontinue purchases with Staples, Office Depot or other vendors.

2. How do I order supplies with the new contract?

The transition to the new contract has been largely seamless for eVA users. The Supply Room Companies loaded a GMU punchout catalog in eVA. The format is similar to The Supply Room Companies punchout catalog.

3. Are printer cartridges considered office supplies?

Yes, printer cartridges are considered office supplies for purposes of this contract. Printer cartridges should be ordered through The Supply Room Companies.

4. Does the Supply Room Companies recycle printer cartridges?

Yes, The Supply Room Companies will pick up used toner cartridges to be recycled. No printer cartridge purchase is necessary and no credit is applied.

5. Are batteries considered office supplies?

Batteries used in typical office and classroom machines and equipment are considered office supplies for purposes of this contract. These include AAA, AA, C, D and 9Volt batteries for calculators, flash lights, pencil sharpeners, etc. Batteries for vehicles, lawn equipment, watercraft, etc. are not considered office supplies.

6. Does this mean I can no longer purchase office supplies over the counter at local stores?

Yes, except in emergency situations.

7. What do I do if I have to make an emergency office supply purchase?

If office supply items are required prior to the next day delivery service, the supplies may be purchased from another vendor.

8. What supplies and purchases are classified as office supplies?

Supplies routinely used in offices and classrooms at Mason are considered office supplies. Examples include:

Batteries (AAA, AA, C, D and 9Volt used in office and classroom equipment)
Binders and dividers
Calendars
Desk organizers and baskets
Envelopes and stationary
Erasers, correction fluid and correction tape
Folders such as file, pocket, hanging and portfolio
Index cards
Labels and label makers
Paper fasters such as paper clips, binder clips, staples and staplers
Paper products such as post-it notes, pads of paper, legal pads and steno pads
Pencil sharpeners
Printer cartridges and toner
Tape and tape dispensers
Writing instruments such as chalk, markers, highlighters, pens and pencils

9. How do I pay for office supply purchases?

Payment with a P-Card is strongly preferred as this is this most efficient and cost effective method to pay for these purchases. It is not necessary to receive the order in eVA when a P-Card is used.

10. How do I pay if I do not have a P-Card?

The Supply Room Companies will invoice Accounts Payable for the purchases of individuals who do not have P-Cards. A minimum order of \$25 is preferred. The initiator must electronically record receipt of the order in eVA on the day the items are received.

11. What do I do if the Supply Room Companies does not stock the office supply required?

To purchase an office supply item not stocked by The Supply Room Companies from a vendor other The Supply Room Companies, except in an emergency situation, complete and submit the Office Supply Waiver <http://fiscal.gmu.edu/Forms/Purchasing%20Forms/Supply%20Room%20Waiver.pdf> to the Purchasing Office for review and approval.

12. Whom should I contact with questions about The Supply Room Companies contract?

George Mason University Purchasing
3-2580

Amy Carter
Customer Service Representative
The Supply Room Companies
1-800-849-7239 ext 7239
acarter@thesupplyroom.com

Cynthia Boroughs
Sales Representative
The Supply Room Companies
1-800-849-7239 ext 1002
703-282-9591 cell
cboroughs@thesupplyroom.com

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