

## College Guidelines for Distribution of Paper and Supplies in Central Supply

**Purpose:** To provide guidelines for distribution of paper, ink, and supplies from Central Supply

### **Background and General Information**

1. In an effort to improve efficiency, and minimize duplication of effort, all College departments shall obtain office and classroom supplies from Central Supply. These classroom or office supplies shall be made available at no cost to the requesting department, unless the department is considered as a specially-funded program (SFP). SFP's may order office supplies using Central Supply but the materials will be billed back to the program through the Business Office.
2. A Central Supply catalog shall be available, both in hard cover and digital format along with a requisition form by which departments and managers may place orders. The hard copy catalog can be picked up at CopyTech or from the Mail Room.
3. Departments and managers shall use the items provided in the Central Supply catalog. Requisitions for supplies that contain merchandise provided by Central Supply can be brought directly to the Mail Room. If the requisition contains multiple items some of which are not available within Central Supply, those items on the requisition will be forwarded to the Business Office to be ordered. If possible, please submit a separate order for the supplies contained in Central Supply using the Central Supply order form.
4. The College promotes conservation of supplies, paper, and ink and encourages departments to maintain due diligence in keeping stock on hand to meet 30-day needs. The management of a unified campus-wide effort as it relates to the conservation of supplies, paper, and ink shall be maintained by Administrative Services.
5. A listing of authorized individuals shall be maintained along with approved signature cards. These cards will be maintained by Staff Services and will be required prior to release of goods from Central Supply. Signature cards will be available digitally, or at the Mail Room and will require two signatures one of which must be a dean or divisional manager. If an individual who is not on the list is sent to the Mail Room to pick up the supplies, they must have a signed dated memo from the authorized person naming the individual to pick up the materials. This memo will be maintained as part of the records.

### **Central Supply Services**

#### **Immediate pick up**

1. Paper stock – White (8½ x 11) paper shall be made available for immediate pickup at both CopyTech and in the mailroom. Employees with the proper identification can pick up two (2) reams of white paper or call ahead to have one (1) ream of paper placed in their mail box. Check the posted hours for the Mail Room and /or CopyTech.
2. Whiteboard markers will be available for immediate pickup in the Mail Room as requested.
3. Ink and Toner – replacement of ink and toner shall be handled at the Mailroom. The Central Supply's Order Form shall be used to request ink or toner it must be signed by a department chair, supervising dean or department manager. In addition, when picking up replacement cartridges, the user will exchange the used cartridge for the new one. NOTE: Inkjet printers are no longer being acquired and/or supported on campus. Ink cartridges will be replaced on a one-for-one basis to the extent of inventory on hand. No new cartridges will be purchased.

**Catalog Orders**

1. All items listed in the catalog may be ordered using a Central Supply Order Form. This form must be approved by two individuals, which shall include a dean, or department manager. The document may be hand-delivered to the Mail Room during normal business hours and given to the clerk on duty. After validating the authorized signature, the clerk may if time permits, proceed to confirm the order and determine if the requested items are in stock. If possible, the clerk will fill the order while the individual waits or elect to fill or ask for additional time to prepare the goods for transit.
2. If the items are too numerous or heavy, the clerk may elect to have the goods delivered to the department. This may require additional days to arrange for the delivery. The Mail Room does not have a vehicle or staff to facilitate shipment and, thus, this delivery will have to be coordinated with Plant Facilities.
3. An inventory of toner cartridges shall be maintained by Central Supply with model numbers listed in the catalog. Toner cartridges for Canon Multi-Functional Devices (MFD's) will be acquired directly from Canon by telephoning 800-355-1385 and providing the representative with the serial number of the MFD for which the cartridge is needed. InkJet printers are no longer supported by the College, therefore, black and/or color cartridges will be phased out during the next few years. Replacement cartridge inventory will be reduced as existing stock is depleted.
4. In the event that an item is not available, the item will be placed on backorder and the requestor shall be notified when the item arrives. The remainder of the order will be filled and provided to the requester. Arrangements will be made for delivery of the item to the department once it is received on campus.
5. Any office supply (including bond paper), that is normally not stocked through Central Supply must be ordered using the Business Office requisition order form. Orders placed through the Business Office must include account numbers and authorized signatures prior to be filled. Cost for these items will be charged to the respective departmental accounts.

**Receiving / Bulk Storage**

1. All orders for Central Supply shall be handled through the Business Office following procurement protocol. Delivery of goods for Central Supply will be processed through Plant Facilities receiving department.
2. Plant Facilities shall either place the items in bulk storage, fill the open CMMS orders for delivery to departments, or deliver the merchandise to the Mail Room for immediate distribution. If placing merchandise in bulk storage, Plant Facilities will only carry full boxes case lots.
3. A request using CMMS will have to be initiated by the Mail Room to request additional inventory to be delivered. Inventories will be taken every 30 days at both locations and appropriate data bases updated.

**Approved by:**

/s/ Kathleen F. Burke                      8/19/15

Kathleen F. Burke  
 President, Pierce College

Date

/s/ Rolf Schleicher                      8/12/15

Rolf Schleicher  
 Vice President, Administrative Services

Date