

OFFICE SUPPLIES POLICIES AND PROCEDURES

1. Office supplies should be purchased from the West Virginia statewide contract for office supplies unless the required office supplies are not available on the statewide contract and/or the use of another vendor is approved by the Glenville State College Purchasing Division.

2. Statewide Contract Information

Contract #: OFFICE07
Vendor: Officemax
Vendor's Representative: Mick Bell
Phone #: 1-304-781-7766
Email Address: mickbell@officemax.com

3. You must contact the Glenville State College Director of Purchasing to request an account, a username, a password and a pin number to place orders. The vendor will forward the user name, the password, the pin number and the User's Guide to the user's email account. The User's Guide and an online tutorial are available at the following website:

<http://www.officemaxsolutions.com/websitedemo/>

4. Any accounts, user names, passwords, pin numbers, etc... established to facilitate the ordering process for Glenville State College or its employees must be used for official Glenville State College business only. Do not use another person's account or allow another person to use your account, user name, password, pin number, etc... to place an order.

5. All orders must be placed from the website listed below. This website is for official Glenville State College business only. Do not use this website to place personal orders.

<http://www.officemaxsolutions.com/>

Items with an orange "C" are items that are on the statewide contract. The price agreed upon in the statewide contract will automatically be applied to any item with an orange "C". Items that are either on the statewide contract or not on the statewide contract may be ordered from this website. You may contact the vendor's representative to request a discount on items that are not on a statewide contract.

6. Sales Tax should not be charged to any order.

7. Shipping fees should not be charged to orders equal to or greater than \$50.00. A \$1.00 shipping fee will be charged to all orders less than \$50.00.

8. You may contact the vendor's representative for assistance.