**Purchasing Policy**

To promote greater efficiencies and cost saving opportunities, we are implementing a revised policy for purchasing office supplies.

Staples Advantage, the business-to-business delivery division of Staples, Inc., which has been an important vendor partner of Nazareth College, is now our preferred vendor for office supply products.  Staples offers:

* The Staples Advantage website at [StaplesAdvantage.com](http://www.StaplesAdvantage.com).  Approved purchasing managers (buyers) have been trained and can make online purchases for their departments.  Your department head can identify your departmental buyer.
* Opportunities for buyers to select less expensive alternatives on many popular products using the "Easy Savings Alternative".  This enhancement will identify the savings for your department.
* The “Nazareth Catalog,” which identifies our most popular and standard office supply items.
* Next day delivery to Office Services for orders placed no later than 3:00pm Monday -Thursday.
* Same day pick-up service if the order is placed by 11:00 am and the item is in stock at the Staples Warehouse at 125 Mushroom Boulevard in Rochester, NY.

 Along with this new policy:

* Office Services will continue to carry an inventory of items that are more cost effective to purchase in bulk but are typically needed in smaller quantities. This includes envelopes, pocket folders, pens, binders, tape, paperclips, etc.
* All invoicing from Staples will be processed through the Controller’s Office.  No additional work will be required by your department.

In order to maximize cost savings for the college, the following controls will be effective **July 1, 2015**:

* Office supply purchases will be not be allowed with the P-Card and corporate credit cards.
* **Office supply purchases made on or after July 1, 2015 on any personal credit cards will not be reimbursed.**
* Only Office Services will be able to authorize the purchase of office supply items **not** included in the Staples Advantage program or the Staples’ “Nazareth Catalog.” Such authorization must be requested in advance and include authorization from an appropriate departmental or divisional supervisor.

 As always, requests to purchase technology equipment, computers, tablets, peripherals, software, and media equipment must be directed through ITS; and requests for office furniture and related equipment must be directed through Facilities. Such requests are subject to additional approvals and/or budgetary restrictions.

The college has been using the Staples program for several months and has discovered how the program is designed to streamline office supply purchasing and delivery; while helping the college lower its costs. I am confident that it will continue to benefit the college and look forward to receiving your feedback.

Best regards,

Patrick E. Richey

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