OPERATING PROCEDURES

1. **Office Supplies** - Most office supplies are available from Central Receiving. Departments are encouraged to purchase office supplies in this manner as savings may be realized due to economies of scale. Storeroom items are for sale only to University departments and may not be purchased by faculty or staff for personal use.

2. **Printing and Copying Services** – All requests for printing and copying services must be coordinated with University Advancement’s Manager, Contract Services. The University has established contracts with pre-certified vendors; these vendors must be used for all printing and copying services. In the event the pre-certified vendors cannot fulfill a department’s printing requirements, the department must obtain written permission from the Manager, Contract Services to utilize any other vendor.

3. **Copier Purchases** - All requests for copiers, copier maintenance agreements, repair of copiers, and supplies must be reviewed by the Assistant Vice President of Information Technology. Departments are required to utilize state or University contracts as applicable.

4. **Computer Hardware, Software, Supplies, and Services** - All requests for data processing equipment, software, supplies, and services must be reviewed by the Assistant Vice President of Information Technology. This will ensure that new computer resources are compatible with existing and planned systems wherever appropriate. Departments are required to utilize state or University contracts as applicable.