Office Supply Procedures When Ordering with Staples

**Introduction**

- The University has implemented a **NEW** office supply procedure for ordering on-line with Staples.

**Purpose**

- The purpose of this new policy is to maximize Eastern’s savings by utilizing the state contracted product pricing.

**Authorization**

- Online users will only be allowed to order the items off the state contracted list called the “Core-CT Listing”. These items include products that are necessary to run an office, i.e., pens, post its, binders, etc.
- Online users will still be able to see all of the Staples items that are available, however they should only order items which are on the “Core CT List”.
- If you do not have a login you can still view the Staples items by logging into [https://www.eway.com/ce/eway/enter?ps=Y](https://www.eway.com/ce/eway/enter?ps=Y) use the login: ctpricing and the password: Contract1 (this is case sensitive).
- If you require a login account, please fill out the Office Supply Online Account Application, [http://www.easternct.edu/fiscalaffairs/PurchOffSupp.html](http://www.easternct.edu/fiscalaffairs/PurchOffSupp.html), obtain the budget authority signature and forward to Fiscal Affairs.
- If the end user requires a product that is not listed on the “Core CT List”, please send purchasing an email, cc’ing your department’s budget authority, stating why you need this non-contracted item. Purchasing will then review the request and notify the user if the order has been approved or denied.

(*No office supplies should be submitted via direct pays or cash advance requests. If you order a product without following these procedures you will NOT be reimbursed for this product pursuant to the Direct Pay Policy which is on the Accounts Payable Website.*

[http://www.easternct.edu/fiscalaffairs/APDirectPayPolicy.htm](http://www.easternct.edu/fiscalaffairs/APDirectPayPolicy.htm)