

Office DEPOT[®]
OfficeMax[®]

Taking care of business

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1. Purpose

Office Depot is the state awarded (IPHEC) vendor for Illinois State University and is the preferred vendor for efficiency in purchasing office supplies at a discounted price with daily deliveries to each department.

2. Benefits

Using Office Depot will:

Enable employees to be more efficient and to focus on the value-added aspects of their jobs;

Significantly reduce paperwork and processing time in obtaining good and services;

Provide cost savings through the discount provided by Office Depot and next day service to departments;

Allow prompt payment to Office Depot.

3. How it works

Before purchasing on the Office Depot web site, you must be authorized by the Budget Officer in your department by filling out the on line Office Depot Application located on the Purchasing web site: Click here, [Office Depot Form](#) which will take you directly to the electronic form on the Purchasing web site.

3.1 Authorized Office Depot Use

Office Depot Account Approval

TYPE OF REQUEST
Create

APPLICANT <input style="width: 90%;" type="text" value=""/>	PHONE <input style="width: 90%;" type="text" value=""/>	CAMPUS BOX <input style="width: 90%;" type="text" value=""/>
DEPARTMENT <input style="width: 90%;" type="text" value=""/>	BUDGET OFFICER <input style="width: 90%;" type="text" value=""/>	

SHIPPING ADDRESS

<input style="width: 95%;" type="text" value=""/>	<input style="width: 95%;" type="text" value=""/>	<input style="width: 95%;" type="text" value=""/>	<input style="width: 95%;" type="text" value=""/>
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FUND SOURCE

GL ACCOUNT NUMBER (COST CENTER)

<input style="width: 95%;" type="text" value=""/>	-	<input style="width: 95%;" type="text" value=""/>	-	<input style="width: 95%;" type="text" value=""/>	-	<input style="width: 95%;" type="text" value=""/>	v
<input style="width: 95%;" type="text" value=""/>	-	<input style="width: 95%;" type="text" value=""/>	-	<input style="width: 95%;" type="text" value=""/>	-	<input style="width: 95%;" type="text" value=""/>	v
<input style="width: 95%;" type="text" value=""/>	-	<input style="width: 95%;" type="text" value=""/>	-	<input style="width: 95%;" type="text" value=""/>	-	<input style="width: 95%;" type="text" value=""/>	v
<input style="width: 95%;" type="text" value=""/>	-	<input style="width: 95%;" type="text" value=""/>	-	<input style="width: 95%;" type="text" value=""/>	-	<input style="width: 95%;" type="text" value=""/>	v
<input style="width: 95%;" type="text" value=""/>	-	<input style="width: 95%;" type="text" value=""/>	-	<input style="width: 95%;" type="text" value=""/>	-	<input style="width: 95%;" type="text" value=""/>	v

All OfficeDepot orders made by this user must be approved individually.

By checking this box, you are affirming that the listed applicant is allowed the

Please note that if you would like there to be an “Approver” for the account, requiring all orders made to be approved, you should select the checkbox “All OfficeDepot orders made by this user must be approved individually.” This will also allow you to view previous Office Depot invoices.

Once the Budget Officer electronically signs their approval, the Office Depot Application is complete. Once processed by Office Depot, the applicant will receive an email from Office Depot detailing their account information.

3.2 Office Depot Regulations

There are items that must be **preapproved** due to University state and federal codes and requirements.

3.2.1 Furniture

If you find an item in Office Depot, including office chairs; first, it is required you send a quote to the Purchasing department, purchasing@ilstu.edu. The quote will then be reviewed by Facilities to ensure it meets state and federal codes and requirements. This may require state approval which may cause a slight delay in response. Furniture may need to be tagged through Property Control (see section 6.1, Taggable Items).

4. Issuance

Office Depot Account Request

TYPE OF REQUEST

APPLICANT <input type="text"/>	PHONE <input type="text" value="(309)438-"/>	CAMPUS BOX <input type="text"/>
DEPARTMENT <input type="text"/>	BUDGET OFFICER <input type="text"/>	

SHIPPING ADDRESS

Note: This is a delivery address, NOT a Campus Box

FUND SOURCE

By checking this box, you are affirming that the listed applicant is allowed the responsibility for the Cost Centers listed above. This form will be sent to the listed Budget Officer for approval.

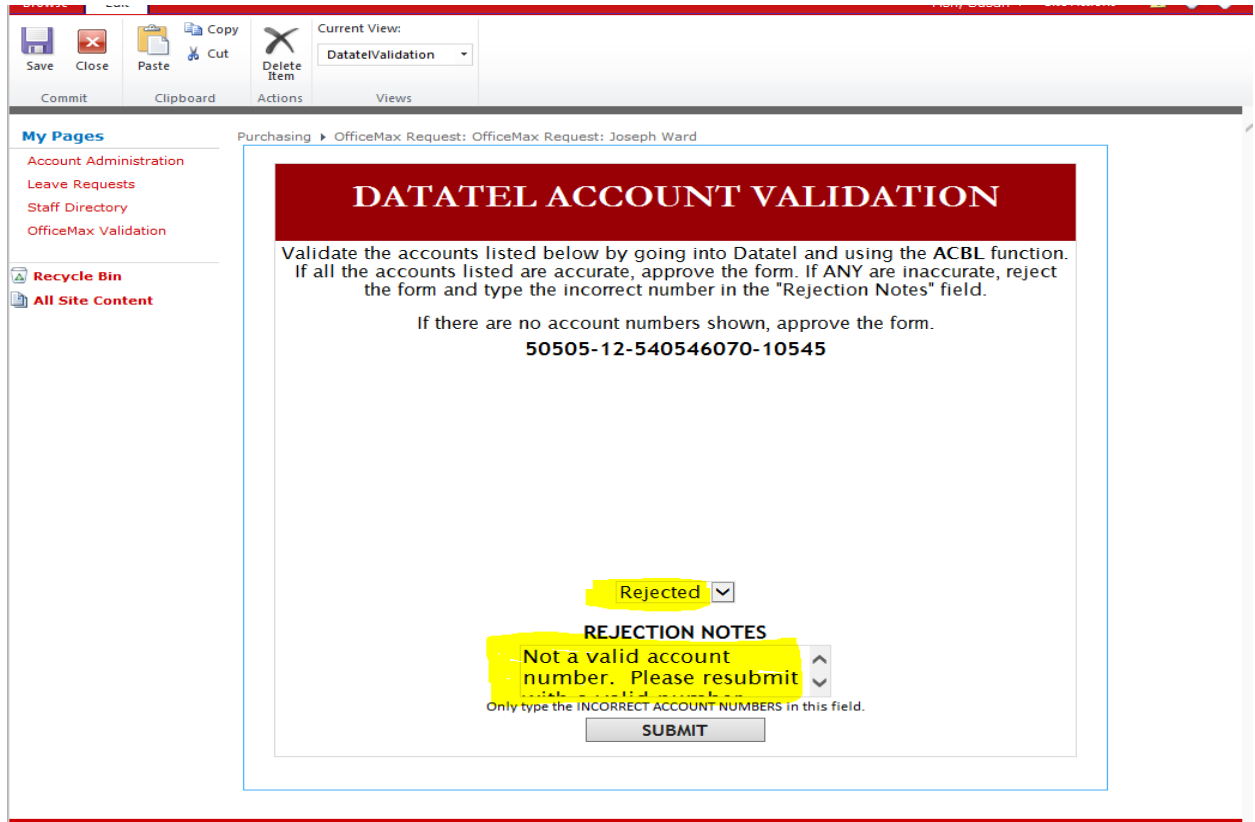
After the Budget Officer appoints the Office Depot user, when filling out the electronic form, click on the drop down arrow under **“Type of Request.”** Choose **“create”** or **“update.”** **Choose “update” when adding a new account number OR deleting an old account number in an existing Office Depot profile. Choose “create” if the department is setting up a new person.** For example, if the ISU employee is an existing user; however, has moved to a new department, they would choose **“close account”** to delete their accounts in the department they are leaving, but choose **“create”** in the new department to develop a new Office Depot profile. It is important to remember when filling out the electronic application to **click on the “book” on the right hand side of the box** provided for the applicant’s name and Budget Officer. Then, enter the ulid of the person. This will generate a list of possible names from Sharepoint. Be sure to click on the correct name. Use **“close cost center”** to delete accounts no longer needed in the department.

4.1 Office Depot User Responsibilities

To ensure the Office Depot request is expedited, it is important that the account numbers are entered correctly on the application. In addition, it is important the correct Budget Officer is entered for approvals.

4.1.1 Assurance of correct account #

It is the Budget Officer’s responsibility to provide the correct Office Depot account numbers. However, if the account number is incorrect, the applicant will receive notification that the account number is invalid, the application will be canceled and to reapply with the correct account.



4.2 Approver/Budget Officer Responsibilities

The Budget Officer is responsible for selecting an Office Depot person to order supplies for the department. In addition, the Budget Officer is responsible for providing and maintaining current account numbers for the Office Depot designee, as well as reporting and tracking the invoices.

If an account has not been built in the Datatel, the Budget Officer will need to email the Business Office, comptroller@ilstu.edu, and request the account be built; then, reapply.

4.2.1 Verification of account status

If the department is setting up a new profile, once submitted and approved, the Office Depot designee should receive a User Name and Password from Office Depot in a few days. If he/she does not receive the information, contact the Purchasing Office at 438-3373. If the Office Depot designee is adding or deleting accounts to an existing Office Depot profile, they will **not** be notified but should see the accounts added to their profile page. If the accounts are not added within a few days contact the Purchasing Office at 438-3373.

5. Purchasing from Office Depot

Once you have registered using the electronic Office Depot form found on the Purchasing web site (see section 3.1), listed below are a few items you should know before you get started on your Office Depot web site:

1. Know your account number: *Located on the bulletin board after you log in*
2. Your ordering method: *Internet*
3. Need Help? Friendly Customer Service: *1-888-263-3423*

5.1 How to use Office Depot

Click on this (link) to access step by step instructions for the Office Depot web site.

5.2 Common Uses

All office supply commodities purchased with University funds should be purchased through this contract.

5.3 Reporting and Tracking

Office Depot Account Approval

TYPE OF REQUEST
Create

APPLICANT

PHONE

CAMPUS BOX

DEPARTMENT

BUDGET OFFICER

SHIPPING ADDRESS

FUND SOURCE

GL ACCOUNT NUMBER (COST CENTER)

<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	<input type="button" value="v"/>
<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	<input type="button" value="v"/>
<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	<input type="button" value="v"/>
<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	<input type="button" value="v"/>

All OfficeDepot orders made by this user must be approved individually.

By checking this box, you are affirming that the listed applicant is allowed the

Please note that if you would like there to be an “Approver” for the account, requiring all orders made to be approved, you should select the checkbox “All OfficeDepot orders made by this user must be approved individually.” This will also allow you to view previous Office Depot invoices.

To be able to report or track invoices for the department, the Budget Officer or designee needs to set up an Office Depot profile and the Budget Officer will need to check the above box “All Office Depot orders made by this user must be approved individually.” By checking the box, all orders will require an approval by the Budget Officer or designee before the order is sent into Office Depot.

5.3.1 Grants and Contract Expenditures

For setting up or deleting Datatel accounts in your grant, contact your RSP Award Manager @ 438-2528 or researchoffice @ilstu.edu.

5.4 Returns/Damages

Call in returns directly to Office Depot Customer Service: 1-800-263-3423.

To ensure accurate credit and pick up, please have the following information available. The information is located on your packing slip, internet (account history) or by calling the Customer Service 1-888-263-3423. Have the below items ready:

- Original order number as issued by Office Depot
- Item (SKU) number of product being returned
- Reason for the return
- Contact Information for Customer Service Representative or the driver

5.4.1 Return Policy

Please, use these guidelines to assist you in handling a return request:

- Returnable items include any products sold by Office Depot
- Merchandise must be returned within 30 days of the original delivery date
- Items should be in their original packaging
- Returns may be requested via phone or Internet
- Purchases made at an Office Depot retail store must be returned at a retail store

5.4.2 Return Exceptions

Items not in the original packaging

Custom or imprinted items (unless produced incorrectly or delivered defective)

Special order items (unless received in error from the manufacturer)

Dated items must be returned within 30 days of purchase

6. Office Depot and Property Control

6.1 Taggable items

High risk equipment is equipment that has been deemed as high risk for theft and having a purchase price of at least \$100 but less than \$1,000. High risk equipment is tagged and tracked by the office of Property Control. The list of equipment considered to be high risk for theft is set by the office of Property Control. It is subject to review and therefore is fluid and unfixed. |

The following is a sampling of items currently considered high risk:

- Computers/Laptops
- Projectors
- iPads & Tablets
- Antiques
- Firearms

7. Reconciliation

7.1 Budget Officer Responsibilities

The Budget Officer is responsible for providing and maintaining current account numbers for the Office Depot designee, as well as report and track the invoices. (See Section 4.2, Approver/Budget Officer Responsibilities for details on verification of account numbers).

7.2 Payment

The account number you indicate on the order will be charged directly. If you are unsure if an item is commodities or equipment, call Comptroller's Business Office at (309) 438-5672. As a general rule, non-consumable items are \$100 or more.

No invoice-voucher is necessary.

The charge will show up as a journal entry created by the Business Office. Call the Business Office at (309) 438-5672 with OfficeDepot/Depot accounting questions.

A packing list with prices given will be supplied with every order. **DO NOT PAY FROM THE PACKING SLIP.**

7.3 Duplicate, lost shipments

On the Office Depot web site, under Orders, duplicate shipments can be requested for return. Inquiries on lost shipments can be made or a request for a credit. If questions contact Office Depot Customer Service: 1-800-263-3423.

8. Updating Information

To update departmental information, the Office Depot user will need to fill out the electronic [Office Depot Form](#) and click on the drop down arrow under **“Type of Request.”** Choose **“update”** when adding a new account number OR deleting an old account number in an existing Office Depot profile. Use **“closing an account”** when a person leaves the department; however, use **“close cost center”** if the department no longer needs an account number in the department. Again, it is important to remember when filling out the electronic form, to **click on the “book” on the right hand side of the box** provided for the applicant’s name and Budget Officer. Then, enter the ulid of the person. This will generate a list of possible names from Sharepoint. Be sure to click on the correct name (see Section 4, Issuance). If a department needs and address change, please send an email to sifish@ilstu.edu.

9. Definitions:

Budget Officer - Responsible for providing and approving Datatel account numbers.

Consignees - The street address and campus box for each department on the ISU campus (same as Ship Code).

Cost Center – The 16 digit account number the department submits to Office Depot when setting up profile.

Existing User – The designated Office Depot person for the department with Username and password provided by Office Depot.

New User - The designated Office Depot person that has not been set up with a username and password provided by Office Depot and needs to submit an electronic form.

Restricted Items – Items that should not be purchased through Office Depot without contacting Purchasing first such as office chairs (section 3.2.1).

RSP Award Manager – The post award manager for the grant.

Ship Code – The street address and campus box for each department on the ISU campus (same as Consignees).

Update - Currently have an Office Depot account and need to add or delete accounts in the department's Office Depot profile.