

Office Supply Orders (Today's & Office Max)

Department of Chemistry

December 16, 2010

Office supplies are stored in the supply cabinet located in the Financial Office.

REQUESTING OFFICE SUPPLIES:

- ❑ Office Supply Orders will be placed by the Front Desk Receptionist
- ❑ Department staff must submit their office supply requests to the Front Desk Receptionist. All orders must be approved by the DBA.
- ❑ Re-stocking orders will be handled by the Front Desk Receptionist.
 - On a weekly basis, the receptionist will take inventory of the office supplies located in the supply cabinet in the Financial Office. When quantities in the supply cabinet become low, an order to replenish will be placed.
 - Items to keep on stock include pens (all colors), pencils, tape, correction tape, post-it notes, steno pads, dry erase markers, and staples.
 - *Transparencies* are kept in the top filing cabinet behind the front desk. There should be a minimum of 4 boxes on hand for professor/graduate TA classroom use.

PLACING THE ORDER (to be done by the Front Desk Receptionist or Purchaser)

- ❑ Prior to placing the order:
 - Ensure that an Order Request Form with purpose/benefit statement, cost center, and certifying signature are received.
 - Verify that cost center has sufficient balance and the items are allowable.
- ❑ Order online from either <https://vnet.uh.edu> using your current log in and password.

RECEIVING THE ORDER

- ❑ When the order is received, the Front Desk Receptionist will verify the items in the shipment and distribute to requestors.

Received via email 12/20/04 3:50 p.m. from Mike Glisson via Selesta King:

University of Houston-Division of Administration and Finance, along with the Purchasing and HUB Departments, are pleased to announce:

Beginning December 1, 2004 Today's Business Solutions joined OfficeMax- A Boise Company in servicing University of Houston. OfficeMax- A Boise Company has formed an exclusive partnership with Today's Business Solutions. **Today's is a minority owned and Texas HUB Certified company.** Robert Jimenez, President of Today's brings over fifteen years of experience in the office products industry to their partnership. Today's will assist OfficeMax- A Boise Company in servicing the University of Houston through sales, marketing and accounting services.

Already the University of Houston has begun to receive HUB credit for all procurement card (p-card) purchases. OfficeMax has transitioned all UH accounts paying by p-card to the new OfficeMax and Today's program. There is nothing you will need to do differently:

- ❑ Order online from either www.todaysbusinesssolutions.com or www.boiseoffice.com using your current log in and password.

If you have any questions, please call Robert Jimenez of Today's Business Solutions at 713-861-8508 or Robert Locher of OfficeMax at 800-633-7676, ext. 2726.

www.todaysbusinesssolutions.com
www.boiseoffice.com