TO: Business Managers/Purchasing Card Liaisons  
DATE: October 11, 2011  
FROM: Venis Manigo, Director of Purchasing  
RE: Office Supply Contract Purchases and Blocking of Prohibited Items  

We are in the process of analyzing the university’s usage of the current state contracts for office supplies. As a result of our detailed analysis, it has come to our attention that a considerable amount of the spend with some of these office supply contract vendors (OfficeMax, Forms and Supply, Staples, Greenville Office Supply) are for items that are not on the office supply contract. In particular we have noticed spend for paper and toner and ink cartridges, each of which has a separate state contract for purchase and have been excluded from the state contract for office supplies. We have determined that we may be paying more for paper and cartridges when these items are ordered through the office supply contract.

As a reminder, the following items are prohibited from being purchased under the current office supply contract. Some of the office supply contractors may also have state contracts for other items (furniture, toner), but the following items are specifically prohibited for purchase **under the current office supply contracts**. By purchasing any of these items outside of their designated state contract, we are violating the terms of the state contract. When we purchase items on contract, these items have been competitively bid to ensure that we have the best pricing based upon anticipated state volume. The following items are **EXCLUDED** from the contract for office supplies:

1. **Information technology products** as defined by the South Carolina Consolidated Procurement Code, General Provisions, Subarticle 5,  
   a. Copiers and copier supplies, **including paper**  
   b. New and refurbished laser toner cartridges  
   c. Transcription and dictation equipment  
   d. Laser Printers  
   e. Computers (including laptops), monitors,  
   f. Keyboards and terminals  
   g. Microfilm and microfiche machines  
   h. Facsimile equipment  
   i. Television equipment  
   j. Video cassette recorders  
2. Furniture, including file cabinets (vertical and lateral), Office Chairs, Metal and Wood Office
Furniture.
3. Flags, US and SC
4. Lab Equipment and Supplies
5. Paper napkins, Towels and Toilet Tissue
6. Batteries
7. Break room supplies
8. Janitorial supplies
9. First-aid supplies
10. Electric or electronic business equipment (ie. Calculators, typewriters, cameras, and time-date stamps)
11. Dated Materials

PAPER:
The University currently provides desktop delivery of white recycled copy paper through Consolidated Services at a price of $31.34 per case for 8.5” x 11” and $52.31 per case for 8.5” x 14”. This price includes taxes and same day delivery (if required) and is less expensive than the state contract for desktop delivery of paper. In order to have the paper delivered, complete a purchase requisition with the accounting information, authorized signatures and proper description as described below. Orders for white copy paper may be faxed to 777-9059 or mailed to Consolidated Services at 925 Gadsden St.

1. Recycled copy paper (30% Post Consumer Content), 8.5” x 11” White, 012880
or
2. Recycled copy paper (30% Post Consumer Content), 8.5” x 14” White, 012890

If you have a copier or other machine in which the copy paper from Consolidated Services will not work, please contact the Purchasing Department at 777-4115.

Information on the cost of desktop delivered colored paper can also be found at [http://www.mmo.sc.gov/webfiles/MMO_spo/Contracts/paper-o2.doc](http://www.mmo.sc.gov/webfiles/MMO_spo/Contracts/paper-o2.doc)

TONER AND INK CARTRIDGES:
Currently, there are separate state contracts for the following brands of toner and ink cartridges. Toner is used in laser printers and ink cartridges are used in inkjet printers. The link to the state contract page with more detailed pricing and ordering information may be found at [http://www.mmo.sc.gov/webfiles/IT_CONTR/Toner_and_Ink.pdf](http://www.mmo.sc.gov/webfiles/IT_CONTR/Toner_and_Ink.pdf)

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<thead>
<tr>
<th>MANUFACTURER/BRAND</th>
<th>STATE CONTRACT SUPPLIER</th>
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<tr>
<td>Hewlett Packard (HP) Toner</td>
<td>Rasix Computer Center, Inc.</td>
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<tr>
<td>Hewlett Packard (HP) Cartridges</td>
<td>Staples</td>
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<tr>
<td>Canon Toner</td>
<td>Rasix Computer Center, Inc.</td>
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<tr>
<td>Canon Cartridges</td>
<td>Rasix Computer Center, Inc.</td>
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<tr>
<td>Kyocera Mita Toner</td>
<td>US Ink and Toner</td>
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<tr>
<td>Kyocera Mita Cartridges</td>
<td>US Ink and Toner</td>
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If you have a printer or other machine that uses a brand of toner or ink cartridge that is not on the state contract, you may contact the Purchasing Department and we will assist you in finding sources for these items.

We will be working with the office supply contract vendors to block the sale of prohibited items under the contract for office supplies. We hope this has been a helpful reminder of the proper procedures and to ensure that the University is not paying more for products.

Please feel free to contract the Purchasing Department if you have any questions.