

Office Supplies Defined

Office supplies are broadly defined as day-to-day supplies used on a recurring basis in general business functions and office operations, and are typically non-technical consumables with a singular/limited usefulness and life.

Office supply items under this definition would include, but are not limited to:

- **General consumables:** such as writing tools (pencils, pens, markers); fasteners (paper clips, rubber bands, binding clips); general office paper products, *excluding* photocopier paper, custom-printed paper items, toilet paper and hand towels (notebooks, post-it pads, calendars); document filing and storage needs (folders, boxes, ring binders); desk accessories and organization aids; data processing media (CDs, diskettes); etc.
- **Small office tools/aids – mechanical and electrical:** such as calculators; staplers; audio-visual equipment; paper shredders; fax machines; typewriters; paper punches; date/time stamps; label makers; clocks; etc.
- **Discipline-specific consumables:** such as supply items for drafting, accounting, audio-visual/presentation, photography, safety, etc.

Office and classroom furnishings (desks, chairs, credenzas, bookcases, file cabinets, etc.) are **not considered office supply items** and are to be purchased through existing university or state contracts whenever feasible.

(Please refer to <http://www.fas.lsu.edu/purchasing/officefurniture.htm>)

Deeply discounted contracts exist for mid-to-premium quality furniture and create benefits for the University through standardization of furnishing brands and quality.