



Campus Correspondence

From: Rose Mary Wilhelm, CPPB  
Executive Director of Procurement Services  
and Property Management

Date: November 10, 2005

To: Vice Chancellors, Deans, Directors, Department Heads

Re: **Office Supply Purchases / Memorandum No. PUR06-03**  
***Revised Purchasing Policy and Procedure***

This memorandum serves to revise current policy requiring departments to purchase office supplies from University Stores or Corporate Express, the incumbent state contract vendor.

This policy is revised to allow departments to now consider and purchase office supplies from other sources via *LaCarte* transactions. When using other sources for office supplies, departments are responsible for making best practice business decisions based on comparative shopping and consideration of the total cost of acquisition.

Effective immediately, departments may purchase office supplies noncompetitively from the following sources, subject to the methods and contingencies defined below. No formal requisition, solicitation process, purchase order, or intervention from the Office of Purchasing is required when purchases are made per the following:

1. University Stores. Purchases, regardless of total dollar value, may be shopped and ordered online via the University Stores website, and are processed as internal accounting transactions. Prices are inclusive of delivery charges by University Stores to the department.
2. State Contract/Corporate Express. Purchases up to \$1,000\* may be shopped and ordered online via the dedicated LSU/Corporate Express “E-Way” website, and are processed as *LaCarte* transactions. This state contract has 300+ core office supply items priced at 70 to 90% discounts from catalog. The list of core items is accessible at our “Office Supplies” web page. Prices are inclusive of delivery charges by Corporate Express to the department.  
\*Note: State contract purchases greater than \$1000 may be made noncompetitively via a requisition/purchase order process through the Office of Purchasing.
3. Other Sources. Purchases up to \$1000 may be made from other office supply sources *only if processed as LaCarte transactions*; and are subject to all procurement card limits, policy and procedure, and processes. Item prices and delivery terms are subject to mutual agreement between the department and the vendor. When the department is required to

pickup orders from the vendor's location, total cost of acquisition for the items due to lost employment productivity should be taken into consideration. Additionally, mileage for local errands will not be reimbursed.

We recommend large quantity purchases of a single or similar office supply item(s) be requisitioned and competitively solicited to achieve best pricing.

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

For additional details and important information, visit the LSU Purchasing website and our A-Z Index web pages for Office Supplies, Office Furniture, and University Resources/University Stores.

C: Dr. Jerry J. Baudin  
Mr. Eric N. Monday