

Marietta College
Policy for Procurement of Office Supplies

Introduction

Marietta College spends more than \$250,000 per year on office supplies and spends other resources storing and delivering paper. In the interest of all Departments, the College solicited competitive pricing for office supplies and delivery. Parkersburg Office Supply was found to be the “Best Buy” defined as a

- appropriately high-quality product;
- delivered in a timely manner; and,
- at the lowest possible price.

The College therefore requests that all Departments make every reasonable effort to use Parkersburg Office Supply (POS) for all of their office supplies. Copy paper will no longer be ordered and delivered by the Print Shop; copy paper should be ordered and delivered by POS.

Ordering Office Supplies

Office supplies can be ordered and paid for on-line using the College’s Commercial Card and PayPal. On-line credit card purchases are limited to a maximum of \$500 per order. Purchases greater than \$500 require an approved purchase order prior to ordering. Orders will be delivered to the desk of the person placing the order (typically a Department Secretary or Administrative Assistant). Orders will be filled within in 24 hours and deliveries will be made weekly during working hours on Monday, Wednesday and Friday. Contact Parkersburg Office Supply if individual training is needed.

The website for placing an order is: www.pkbgofficesupply.com

Email Address for Customer Support is : pos@wirefire.com

Fax: 800-308-5466 or 304-428-2958

Business Phone: 800-525-1951

Customer Service: 304-485-5466 or 304-485-9478

Website Shortcuts:

If you have never ordered on-line from POS, go to the “New Customer” on the POS website and establish a log in name with password. Your password will be confirmed within one business day. Note that the ship to address will be your building and office where supplies are to be delivered.

Log On and click on "My List/History", then click on "View Custom Contract" for best pricing the most common office supplies. You may also order from the on-line catalog or from the paper catalog.

You can also create your own "Quick List" and view your department’s history to easily re-order items used most frequently.

Payment will be through PayPal. Be sure to print a copy of your PayPal receipt and submit that with the invoice you will receive when supplies are delivered. You should also receive a confirmation email from PayPal that can be used as your receipt.

For More Information

The Business Office can answer questions regarding this policy and its terms.