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Sent: Wednesday, July 11, 2012 11:45 AM
To: PCARD@LISTSERV.UGA.EDU
Subject: DOAS Announces Implementation Date for a New Office Supplies Statewide Contract

COMMUNICATIONS ALERT

DOAS Announces Implementation Date for a New Office Supplies Statewide Contract

On Monday, July 16, a new Office Supplies Statewide Contract will go into effect. The new contract will have two vendors. Staples will be authorized to sell paper and toner. Office Max will be authorized to sell general office supplies. Both vendors will have punch-out catalogs on the UGAmart homepage that will limit UGAmart users to only the awarded categories for each supplier.

Both vendors' P-Card websites will also be modified on Monday to show only items that they have been awarded under the contract.

This contract is a Convenience Contract and is available for use in lieu of the \$25,000 competitive bid threshold, but is not mandatory for orders less than \$25,000.

In the next 1-2 days, P-Card holders will be contacted via email by Office Max so you may provide them with your primary ship-to address. This address will be pre-loaded into the Office Max P-Card website. If you need additional ship-to addresses, please contact our Office Max Account Rep, Judy Dillon at judydillon@officemax.com.

Office Max also provides the ability to route P-Card orders to appropriate approvers. This is not required by UGA. If you choose to use this feature you may indicate so on the survey and then provide the approvers as needed.

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