

## Office Depot Policy & Procedures

**EXCLUSIVE CONTRACT SIGNED WITH OFFICE DEPOT.** University departments are now required to procure all office supplies through Office Depot – regardless of funding source. No longer can you shop elsewhere and be reimbursed for any out-of-pocket office supply purchases.

Purchases must be processed through Office Depot website which requires a UT EID. The Business Office will perform this function. To place an order, create a DTN record and send the DTN number and account number via email to [lbjbusof@uts.cc.utexas.edu](mailto:lbjbusof@uts.cc.utexas.edu). The order will be pulled from the DTN file. Orders are processed on Tuesdays and Thursdays of each week. Orders will be received with 24-48 hours through Central Receiving.

UT administration has asked that orders be consolidated (so we will place orders twice a week). Please plan accordingly. Emergency purchases may be made at Office Depot using the ProCard (see ProCard Policy & Procedures). **You may not purchase office supplies through any other vendor, even on the ProCard.** Doing so may result in our ProCard privileges being revoked.

Employees should not use their personal credit cards nor pay cash for office supplies at any vendor, including Office Depot. According to Floyd Self, Director, Purchasing Office, that reimbursements of this nature can cost both the employee and the university money because (1) the employee probably was charged sales tax (which is non-reimbursable); (2) the employee did not receive the contract rate; and (3) processing a reimbursement usually far outweighs the cost of the items.

Your cooperation in following the guidelines set forth above is greatly appreciated.