



# GVSU Business & Finance Department Procedures Manual

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**Section:** Business and Finance **Section Number:** 319  
**Subject:** Office Depot Supplies, GVSU Letterhead & Envelopes  
**Date:** December 2008

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## Authorizing Users

Office supplies for University departments may be ordered through the Business Services Division of **Office Depot**. A custom website for GVSU, located at <https://bsd.officedepot.com>, is available for this purpose. To begin the process, University personnel must be authorized. Supervisors requesting purchasing authority for employees should send an e-mail to Chris DeMull in the Accounting Office indicating:

- Name of authorized buyer
- FOAP(s) name and number
- Delivery address
- Phone number
- Email address ( i.e. xxxxxxxx@gvsu.edu)
- Dollar limit (if any)
- Approver's name and email address (i.e. xxxxxxxx@gvsu.edu)

Chris will set up the new Office Depot user id and notify the individual to contact Dan Haight at Office Depot via [Dan.Haight@officedepot.com](mailto:Dan.Haight@officedepot.com) or 616-212-1131. Orders exceeding the specified dollar limit will generate an e-mail to the supervisor requesting order approval.

## Training and Information

For website training, a catalog, or return information, please contact the local Office Depot service representative, **Dan Haight at 616-212-1131**.

General questions regarding products and services can be directed to **Office Depot's Customer Service at 1-866-852-8326**.

Questions regarding website navigation should be directed to **Office Depot Web Support 1-800-269-6888**.

Other questions or concerns about the program should be directed to the GVSU Office Depot administrator, **Jerrod Nickels, at 616-331-2450**.

## Deliveries

Deliveries for Office Depot shipments are delivered to departments by drivers from University Bookstore. A signature will be required upon delivery. Questions regarding deliveries should be directed to Michelle VanNuil at 616-895-6415 for the Allendale Campus and to Patti McCarthy at 616-331-6751 for the Grand Rapids Pew campus.

## **Office Depot Billing**

A packing slip with pricing will serve as a record of purchases. An 18-month order history is also available on-line at <https://bsd.officedepot.com>. Unless an invoice is disputed, all charges will be billed automatically at the end of each month. These will appear as itemized charges on the Administrative Supplies account code under the Banner e-print report.

## **Office Depot- Retail Store Purchases**

Departmental purchases can be made at a local Office Depot retail store through two different methods:

- 1) Walk-in purchases can be made at any Office Depot store nationwide as long as a University Purchasing Card is presented. This will insure that the correct discount is applied and that the proper account number is charged.
- 2) Merchandise can be pre-ordered for in-store pick-up by calling the Office Depot customer service number in advance and providing an authorized account number.

## **Ordering GVSU Letterhead, Envelopes, and Forms**

These items are available online at <http://copycenter.gvsu.edu>. New users can register online for access to this system, or call Jay Zink at 616-331-2607 for assistance.

## **In-Store Purchases—University Bookstore**

Merchandise for department use can be purchased at University Bookstore using a University Purchasing Card. A departmental discount will be applied to selected merchandise. Items purchased from the sales floor may be available in limited quantities, so departments are encouraged to plan ahead.