



MEMORANDUM

Date: February 10, 2006

To: Cost Center Managers

From: Alicia Salazar, Information Associate

CC: K. Dougherty, M. Anderson

RE: Office Supply Orders

Listed below are the new office supply ordering procedures effective February 13, 2006. Please distribute to staff or student assistants who are in charge of office supply ordering.

1. All General/Specialty Office Supply Order forms must be submitted each **Monday** no later than **12:00 p.m.** Forms turned in after 12:00 p.m. will be processed the following Monday.
2. Forms can be dropped off in one of two locations:
 - Location 1:** Administration Trailer in the portable mail box under the slot titled "Office Supply Order Forms".
 - Location 2:** C – Building staff mail boxes in slot titled "Office Supply Order Forms"
3. Orders are generally received within three business days.
4. All office supplies ordered will be distributed no later than **2:00pm** on **Wednesday**.

Additionally, if you are in the trailer and need paper for your personal printer please see the Information Associate on duty and they can provide you with paper.

If you have any questions regarding this procedure you can reach me at extension 6021 or via email at alicia.salazar.660@csun.edu.