

# ORDERING FROM STAPLES

The district currently has a pricing agreement with Staples.

- **Description**

The [Purchasing Department](#) will help sites set up accounts with Staples. Each account created can be tied to a different budget code. You may set up as many accounts as needed. Because you are purchasing supplies, any of your site's supply budget codes may be used for this purpose. After accounts have been set up with Staples, items are ordered on-line at [Staples Advantage](#) and delivered the next business day. Payment of Staples orders is made by a "G" Card ([P-Card](#)), no plastic card will be issued – billing and payment take place electronically.

You will print monthly Staples P-Card statements using the [UMB IntelliLink system](#). The P-Card statement must be returned to the [Accounts Payable Department](#) with itemized receipts by the due date listed on the P-Card statement.

- **Procedure**

When you order, you will have the opportunity to select the account to be charged for these items; some sites may only have set up one account. When the order is received at your location, a detailed packing list will be included with the delivery. Keep this packing list for your records.

Itemized receipts can be printed from your Staples Advantage account. Attach appropriate receipts and obtain signatures for each individual P-Card statement and send to Accounts Payable.