



Date: January 13, 2009

To: Deans, Directors, and Department Chairs

From: Edward R. Kane, Director, Institutional Services

Subject: Office Supply Vendor

The Office of Purchasing and Contracts is pleased to announce the addition of OfficeMax Business Solutions to the selection of Office Supply Vendors.

The inclusion of OfficeMax to the campus online procurement system provides a diverse choice in products, brands and price while providing expanded alternatives in support of University initiatives pertaining to ecological and economic conservation. Of particular interest, in addition to providing next day desktop delivery, OfficeMax Business Solutions does not mandate a minimum dollar order requirement.

To promote the effective utilization of the OfficeMax web-based ordering system, the Office of Purchasing and Contracts will be hosting a team of training specialists from OfficeMax Business Solutions the week of February 2, 2009 through February 6, 2009. To accommodate varying schedules, forty-five minute training sessions have been planned for various dates, times and campus locations as listed below. Staff from the Office of Purchasing and Contracts will be on hand at all training sessions as well, to facilitate account registration and to answer questions regarding OfficeMax and/or the University online procurement program in general. Seating is limited and **registration is required**, so please sign-up early.

I encourage you and/or your staff to attend one of the training sessions provided. Should attendance at a session be unfeasible please refer to the Purchasing and Contracts webpage after February 9, 2009 or contact the Office of Purchasing and Contracts directly at 437-4579.

<u>Campus</u>	<u>Room</u>	<u>Date</u>	<u>Times</u>
Uptown	CC 375	Monday Feb 2 nd	9:00am, 11:00am, 1:00pm and 3:00pm
Uptown	CC 375	Tuesday Feb 3 rd	9:00am, 11:00am, 1:00pm and 3:00pm
Uptown	CC 375	Wednesday Feb 4 th	9:00am, 11:00am, 1:00pm and 3:00pm
East Campus	Massey	Thursday Feb 5 th	9:30am, 11:00am and 12:30pm
Downtown	Draper 015	Friday Feb 6 th	9:30am, 11:00am and 1:00pm