

All Departments shall obtain their departmental office supply needs through the **Campus Bookstore** (*Follett Higher Education Group*) or **GBP Direct** (*SEBD Vendor*). University Policy only requires "office supplies" to be purchased through the **Bookstore** or **GBP Direct** (*formerly Venable Office Equipment & Supplies*). Items such as data processing CD's, diskettes, printer cartridges, cables and other data processing supply items are not restricted by the office supply policy, and may be made through any vendor source in accordance with State Procurement guidelines.

Office supply purchases **up to \$1,000** shall be made using the P-Card. Purchases **over \$1,000** shall not be artificially separated to avoid entering a requisition in the financial information system. (*PeopleSoft Financials*).

The Southeastern Administration approved the use of a Tangipahoa Parish office supply business as a 2nd alternative option for purchasing office supplies. GBP Direct in Amite, LA, qualifies under the LA Department of Labors' Small Business Program. *For purchases up to \$15,000*, a qualified small business may be used without competition under the Governors' Small Purchase Executive Order as long as the cost can be documented as reasonable. *If the purchase is \$5,000 or less, no support documentation would be necessary.*

The P-Card is to be used to make the transaction if not exceeding \$1,000. For a purchase of office supplies from GBP Direct exceeding \$1,000 up to \$5,000, the purchase will need to be entered in the financial system (*PeopleSoft Financials*), for budget reasons.

GBP Direct can be contacted at **985-748-7000**, fax number is **985-748-7022**. The contact person is Sharon Venable at Sharon@GBPdirect.com. GBP Direct will make desktop delivery to the department location. It is most important that a building name, room number, a contact name, and telephone number be given to GBP Direct on ordering. No office supply purchases should be directed to be delivered to Central Receiving. GBP Direct can be accessed online at: www.gbpdirect.com.

Any exception to purchase office supply items from sources not outlined above must be approved prior to purchase by the Director of Purchasing.