**Office Supply Ordering Information**

Each department is given a budget and is responsible for ordering their supplies through the MyUFL module.

Budget is for the fiscal year. Once money is exhausted, no more supplies may be ordered unless budget is borrowed from another department.

Mister Paper/Office Depot is the only approved vendor that may be used.

Special Request policy requires that a Purchasing Grover ticket be submitted for items that are not included on the list below or if the items are only available from other vendors such as amazon.com.

Receipts/documentation must be emailed to the Fiscal Services within 3 days of order being received. Receipt must indicate date goods/services were received and have any special funding recorded directly on receipt or document. If shipping receipt/slip is provided, please include this with your receipt. All documentation must be emailed to: lib-fsvcs in Outlook. In the subject heading please specify “Vendor name, and charge Amount”. All individual charges will require a separate email if charged separately by the vendor.

Please contact Fiscal Services if you have any questions or need assistance.

**Non Allowable Purchases**

o Contributions or Gifts

o Fans

o Gift Cards or Gift Certificates

o Greeting Cards

o Lamps

o Personal Convenience (items that are for personal use or benefit only one person)

o Any Item Prohibited by Law, Regulation, or Policy

o Anything costing more than your Single Transaction Limit (no splitting of charges to circumvent your Single Transaction Limit)

If you are unsure if the item you wish to purchase is allowable, please contact the Fiscal Office or Library Purchasing Agent.

**Allowable Purchases**

Allowable purchases must be for official University related business with a clear business and/or research purpose. When applicable, purchases must be made via myUF Market. The following list contains examples of items that can be purchased with the PCard. As always, all PCard purchases are subject to review.

o Batteries – all used batteries must be returned to Facilities for disposal

o Calculator tape

o Calendar and refills

o Clipboards

o Deskpads

o Drawer organizers

o Duster, canned air

o Envelopes

o File folders – manila/hanging

o First Aid kits

o Hole punch

o Ink refills

o Labels – for office use only

o Letter trays

o Correction tape

o Markers, pens, pencils

o Paper, memo pads, notebooks

o Paper clips

o Post–its

o Printer ribbons

o Protection sheets

o Rubber bands

o Scissors

o Stamps

o Staplers/staples

o Tape – regular/cartridge

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