Date: March 29, 2012
To: PCard Reconcilers
From: Kay Wall, Manager PCard and Travel Services
Subject: Exclusive Office Supply Contract and Services Allowed on PCard

Good Morning PCard Reconcilers,

Please forward this information to your cardholders.

**Services Allowed on PCards**

We have added *First Class Awards* for plaque purchases to the list of vendors that you may use your pcard with. The complete list of Service Vendors Allowed on PCard is available at [http://www.depts.ttu.edu/procurement/pcard/pcardinfo.asp](http://www.depts.ttu.edu/procurement/pcard/pcardinfo.asp) **PCard Restricted Items and Policy Violations >> Services.**

**Mandatory Office Supply Contract**

The Texas Tech University System is entering into an exclusive office supply agreement with Summus Industries/Staples. This contract will be mandatory for Texas Tech, Texas Tech System, Angelo State University, and Texas Tech Health Sciences Center employees. *This contract will be effective on May 4, 2012 and will apply to both purchase order and PCard transactions* (PCards may be used in-store at Staples).

Listed below are the products that will be mandatory and not mandatory on this contract as well as instructions for the Exception Process.

**PCard Resources**

PCard Website: [http://www.depts.ttu.edu/procurement/pcard/index.asp](http://www.depts.ttu.edu/procurement/pcard/index.asp)


PCard Forms are available at [http://www.depts.ttu.edu/procurement/pcard/pcardforms.asp](http://www.depts.ttu.edu/procurement/pcard/pcardforms.asp)

Thank you and please contact us at purchasing.pcard@ttu.edu with any questions you may have.
The exclusive products that will be mandatory under this contract include:

- Appointment books
- Binders
- Binding systems and supplies
- Boards, bulletin boards
- Calculators and supplies (non-scientific)
- Calendars, desk
- Calendars, wall
- Card filing and cards
- Chalk/Crayons
- Clips, clamps, and clipboards
- Columnar pads/books
- Copyholders
- Correction fluid/tape/supplies
- Desk accessories and pads
- Dictation tapes and diskettes
- Dry-erase boards
- Easels and markers
- Envelopes: All purpose, business, inter-department, x-ray, specialty, mailers
- Erasers
- Fasteners
- Fax supplies
- File carts
- Files
- Floor mats
- Folders
- Glues and adhesives (except industrial strength)
- Highlighters
- Hole punchers
- Index cards
- Inserts, index tab
- Label holders
- Labels
- Label makers
- Letter openers
- Magnifiers
- Markers
- Notebooks and organizer
- Notepads
- Paper: copier, color, card, and cover stock, photo, computer, wide format (does not include specialized paper that may be needed for scientific equipment, etc.)
- Paper punchers and trimmers
- Pencils and sharpeners
- Pens
- Pins, push, and straight
- Planners
- Post-It products
- Report covers
- Ribbons: typewriter, printer
- Rolodexes
- Rubber
- bands
- Rulers
- Scissors
- Sheet protectors
- Shredders
- Stamps/stamp pads/ink
- Staplers, staples, removers
- Storage boxes (not including moving boxes)
- Tape and dispensers
- Telephone message pads Thumbtacks
- Typewriters

The following commodities and services will not be mandatory but will be optional under the awarded contract:

- Adding machines
- Arts and craft materials
- Bathroom tissue
- Batteries
- Break room supplies (plates, napkins, cutlery, etc.)
- Calculators (scientific)
- Cameras
- Cartridges/Toner/Ink
- Coffee/cream/sugar/tea
- Desktop printers/scanners
- Dictionaries and reference books
- Facial tissue
- First aid supplies
- Furniture and interior furnishings
- Janitorial supplies
- Room supplies
- Safes: fire resistant and impact
- Safety equipment, supplies and locks
- Shelving
- Surge protectors
- Time clocks, time cards and accessories
**Exception process:**

Employees of Texas Tech University or TTU System may request an exception for valid exceptions such as the need for a specialized product.

Send an e-mail to techbuy.purchasing@ttu.edu. Provide a description of the goods/services and the amount to be saved. Provide as much information as possible (i.e. catalog number, brand, or model) and price per unit.

The Purchasing and Contracting department will maintain and utilize this information to lower the overall cost and provide the best value of materials and goods for the entire university through the contract process.

University purchases of office supplies must be made on the exclusive contract for the commodities and services that are mandates by contract.

If a “significant” savings can be achieved (i.e. a savings greater than $2,000.00 or 20% of the Office Supply Contract price) please contact the techbuy.purchasing@ttu.edu for authorization to proceed.

Vendors, as a marketing tool, will advertise cost savings on certain commodities. This is known as a “Loss leader or Door buster.” We encourage you to send this information to the Purchasing and Contracting department for evaluation. The purpose of the “Loss Leader” is to offer one product at a very low price and with the hope that the customer will purchase additional items at a higher cost (example extremely cheap printer that requires a more expensive toner cartridge).