

## **How to Buy Office Supplies** <sup>[1]</sup>

This commodity includes consumable office supplies (excluding office desks, chairs, file cabinets, bookcases, copy machines, and office equipment).

**The University agreement for office supplies with Staples is mandatory**

### **Minimum Order Threshold - CU & Staples Partner to Consolidate Small Orders:**

The University has agreed to partner with Staples to minimize delivery volume to campuses in order to reduce environmental impacts by implementing a \$15 minimum order threshold. Fewer shipments conserve fuel and cardboard boxes. If University customers must submit an order for less than \$15, a \$5.99 fee will be added to the order to account for the small dollar delivery. Help save the environment by consolidating small orders and reducing the number of deliveries made to your location.

**Please note any items flagged with “CU Best Buy Item!” (per picture below) have the highest discounting.**



### **Procurement Options and Procedures**

- **\$10,000 or less:** Submit a Purchase Requisition through the CU Marketplace.
- **Over \$10,000:** Submit a Purchase Requisition through the CU Marketplace.

### **Supplier Information**

## Staples Advantage

### Contact Information

Dedicated Customer Care

1-877-826-7755 or [support@staplesadvantage.com](mailto:support@staplesadvantage.com) <sup>[2]</sup>

### Departments should call Customer Care for assistance with:

- ordering items;
- resolving problems with online orders (e.g., when experiencing "Item not Found" or other errors)
- checking the status of a submitted order
- finding substitute products
- return items

### Account Representatives for all University Campuses

Donna Stewart - [Donna.stewart@staples.com](mailto:Donna.stewart@staples.com) <sup>[3]</sup> or 303-373-8237

### Departments should call their Account Representatives for assistance with:

- issues that Customer Care is unable to resolve
- delivery questions
- invoicing issues
- address changes

## Special Notes

To process returned items to the company, contact Customer Care. Items to be returned should be left in the designated area of your delivery site along with a copy of the packing slip. If the original packing slip is unavailable, a copy can be obtained from the Staples punch out at the CU Marketplace.

If your office moves to a new location, be sure to call your Account Representative with your new delivery address.

## University-wide Price Agreement

- #012320-SCC, valid through 04/06/2025

## Sustainability Information

Buy Green: Staples Advantage now offers more than 3,000 environmentally friendly office products and facility supplies, including recycled paper, recycled plastic desk accessories, rechargeable batteries, refillable inkjet cartridges, remanufactured toner cartridges, and Green

Seal cleaning products. On EWay, visit the Ecooffice area for a listing of all such products.

Most Staples Advantage items are shipped in boxes that are made from 35-100% recycled materials. In addition, the Staples Advantage Sourcebook is printed on 80% recycled paper, and outdated catalogs are always recycled.

Purchasing durable, high quality, less toxic products, reusing supplies, and refraining from buying single-use products reduces your impact on the environment. Additionally, many office supplies are made from recycled content, including notepads, file folders, scissors, pens, clipboards, and Post-It Notes.

**General Office Supplies**

CHOOSE	AVOID	END OF LIFE	ENVIRONMENTAL LABELS
<ul style="list-style-type: none"><li>• Recycled-content items</li><li>• Refillable and/or recyclable products</li><li>• High quality, durable items</li><li>• Non-toxic</li><li>• Unscented</li><li>• Low-emission pens and markers</li></ul>	<ul style="list-style-type: none"><li>• Single use/disposable items</li><li>• Vinyl binders</li><li>• Aerosols [canned air has high VOC's – look for manual air distributors]</li></ul>	<ul style="list-style-type: none"><li>• Recycle paper</li><li>• Re-use</li><li>• Donate</li></ul>	<ul style="list-style-type: none"><li>• Recycled content;</li><li>• Green Seal;</li><li>• UL ECOLOGO;</li><li>• FSC Chain of Custody;</li><li>• Sustainable Forestry Initiative (SFI)</li></ul>

**Copy Paper**

CHOOSE	AVOID	END OF LIFE	ENVIRONMENTAL LABELS
<ul style="list-style-type: none"> <li>• High recycled content</li> <li>• FSC-certified paper</li> <li>• Chlorine free</li> <li>• Send documents electronically instead of printing</li> </ul>	<ul style="list-style-type: none"> <li>• Virgin paper</li> <li>• Low or no recycled content</li> <li>• Single-sided printing</li> <li>• Printing extra copies and meeting agendas</li> </ul>	<ul style="list-style-type: none"> <li>• Recycle paper</li> </ul>	<ul style="list-style-type: none"> <li>• Recycled Content; Green Seal;</li> <li>• UL GreenGuard;</li> <li>• Chlorine Free Products Association;</li> <li>• FSC Chain of Custody;</li> <li>• Green-E; Sustainable Forestry Initiative (SFI)</li> </ul>

## Janitorial Products

CHOOSE	AVOID	END OF LIFE	ENVIRONMENTAL LABELS
<ul style="list-style-type: none"> <li>• "Green" certified cleaners</li> <li>• Compostable can liners</li> <li>• Microfiber cleaning cloths/mops</li> <li>• Chemical free equipment</li> <li>• Recycled content</li> <li>• Unbleached/non-chlorine bleached paper</li> </ul>	<ul style="list-style-type: none"> <li>• Bleached paper products</li> <li>• Virgin paper products</li> <li>• Hazardous chemicals</li> <li>• Toxicity signal words: "poison," "danger," and "warning"</li> </ul>	<ul style="list-style-type: none"> <li>• Compost paper towels</li> <li>• Safely dispose of chemicals</li> </ul>	<ul style="list-style-type: none"> <li>• USDA Certified BioBased;</li> <li>• Cradle to Cradle;</li> <li>• Green Seal;</li> <li>• Safer Choice;</li> <li>• U: GreenGuard;</li> <li>• UL ECOLOGO;</li> <li>• Biodegradable Products Institute (BPI);</li> <li>• Chlorine Free Products Association;</li> <li>• FSC Chain of Custody</li> </ul>

## Purchasing Agent

**Sabrina Stewart**

**Email:** [Sabrina.Stewart@cu.edu](mailto:Sabrina.Stewart@cu.edu) <sup>[4]</sup>

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**Source URL:** <https://www.cu.edu/psc/how-buy-office-supplies>

**Links**

[1] <https://www.cu.edu/psc/how-buy-office-supplies> [2] <mailto:support@staplesadvantage.com>  
[3] <mailto:Donna.stewart@staples.com> [4] <mailto:Sabrina.Stewart@cu.edu>