Columbia College
Student Services Department
Office Supplies Management

Background

This Office Supplies Plan is intended to provide information on how Office Supplies will be managed. There are three types of supplies outlined in this plan. These include:

1. Generic Office Supplies (as outlined in the list of generic supplies available in 802 Copier Room)
2. Non Generic Office Supplies (office supplies that are not on the generic supply list, and normally fall under $100)
3. Large Office Supplies (items normally falling over $100 and/or include items like furniture and cabinets, etc.)

Ordering Supplies

This plan addresses the management of the following three types of supplies:

1. Generic Office Supplies – Order Forms in 802 Copier Room

- All supplies, including paper, will be locked in the cabinets.
- To get these supplies, an individual would have to fill out a Supplies Requisition form available in 802-copier room.
- The form would be brought to the Main Office staff who will then give the individual the requested supplies.
- At the end of the month, these requisitions will be tallied according to department/program and forwarded to Accounting.

2. Non-General Office Supplies - Lyreco Online Login for Program Chairs/Managers/Faculty/Staff

- All Program Chairs and Managers will have an online Lyreco Account/s. You can have as many accounts within your department as you wish.
- All faculty/staff may have a login and make their orders online for the approval of their supervisor.
- Program Chairs/Managers may choose to submit orders through their online account on behalf of their faculty/staff instead of, or in addition to, handing out individual staff logins (ie. the Program Chair could choose to submit all online orders for their independent contractor facilitators instead of managing individual accounts for this group).
- Main Office staff will not be submitting initial online orders for staff, and will be redirecting inquiries for non-general office supply requests back to their department.
- Each order contains the name of the person who made the order, as well as the department.

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- Once the order is approved, it usually arrives the next day. It is then sorted by Main Office staff and given to the individual or department who ordered the item/s. In some cases, an order may be held until the following day so that multiple orders can be processed at one time to save on a shipping charge. One recommendation is where Departments may choose to establish an 'order day' for their department to enable all orders to be processed together (i.e. every Tuesday will see orders go out).

3. **Management of Large Office Supplies – Order through Facility Manager**

- These items are purchased by contacting Caroline Edworthy and are normally department requests that come from the Department Chair/Manager or designate.

Office Supplies for Recycling

Main office staff will maintain a used supplies cabinet in 802 Copier Room where programs/departments can first access supplies before approving the purchase of new supplies. A list of supplies for recycling will be maintained by the Main Office staff, stored online for Program Chairs to look at before approving new materials. The condition of the item will be recorded as well.

Copier Paper

All machines will be filled prior to Main office closing each day.

Implications of this Office Supplies Management Plan

Advantages	Challenges
- Better control of office supplies ordered and distributed. - Tracking what type and amount of supplies are used. - Distribution of costs to various departments. - Ordering in bulk and distributing only the amount needed. Cost would reflect this distribution. - Opportunity to set up a list of Favorites that are authorized by a department/program and staff can easily select from this list. - If a Program Chair is away on vacation and someone has to authorize purchases that can't wait, Main Office can authorize these purchases.	- Evenings: Office closes at 5:30 p.m., so evening staff would have to ensure that they have their supplies before the next class.

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