

Office Depot Ordering Guide

For information on how to set up an account, please [click here](#) to be re-directed to Purchasing.

General Ordering Guidelines

The following are not approved (Exception of departments with specialized programs/codes or lacking district items due to location):

- Refreshments, water coffee or food
- Cutlery, cookware or appliances
- Office decorations for holidays, birthdays or other social activities
- Plants
- Furniture, equipment and tools
- Large electrical equipment such as printers, computers, and televisions
- Items provided by the district
 - o Stamps/postage
 - o First aid, medicine, toiletries, feminine hygiene
 - o Hand soap
 - o Paper towels

Furniture and equipment items must be purchased through Escape. These include, but not limited to, items such as, desks, light fixtures, chairs.

A *single* item with a subtotal of \$200 or more is not allowable.

We recommend reaching out to Warehouse to inquire about any on-hand furniture/equipment such as lamps, air purifiers, cabinets, heaters, etc. Electronic items/hardware can be requested [through I.T.](#)

Any items that are not considered a normal office supply may have follow up inquiry for purchase and can be subject to reimbursing the district. Depending on the funding source listed, a justification will be required from a grant manager for the purchase. This information is required for auditing purposes.

Invoices/Packing Slips

All invoices/packing slips are sent to Natalia in Accounting after you review and approve the order. **Send your slips as soon as you confirm your order. Do not wait for follow up.** Include signature, date, and full budget code if none is listed. If the order does not come with a packing slip, one can be printed from your automated email confirmation or from your online account.

Returns and Missing/Damaged Items

Contact Office Depot directly at 1-888-263-3423 or [click here](#) to view their contact page. You may be given a Return Authorization number from them that will be sent to you via email, this will also confirm a credit. Follow any instructions in that email and then coordinate with Warehouse on shipping any items back.

Forward any credit confirmations to Natalia in Accounting. For returns, Office Depot will process your credits when they receive your item(s).

Fiscal Year-End

Approaching Fiscal Year-End there will be an ordering deadline; the first Friday of June. **Meaning all ordering to Office Depot must be halted to allow Accounting to close out the year.** *Ordering can continue July 1st*. All year-end notifications are sent via email to Management Teams and Executive Administrative Assistants who are asked to forward to additional employees as needed.