

# How to Order Supplies Through Central Supply

Office supplies can be ordered through Central Supply in the Facilities department. Supplies are delivered to your office in campus mail and are billed to your department at the end of the month.

You can get to the Central Supply Order Form 2 ways:

1. Go to the Home tab on MyDrury and select “Facilities Schedules and Services” on the left, then “Central Supply Order Form” on the right.

The screenshot shows the MyDrury website interface. At the top, there is a dark red header with the "my DRURY" logo. Below the header, there are navigation tabs for "Home" and "Help". The main content area is divided into several sections. On the left, there is a "MyDrury" sidebar with a list of navigation options: Home, Campus Directory, Online Payments, Course Search, Facility Schedules and Services (highlighted with a red arrow), Job Opportunities, Feedback, and Campus Conduct Hotline. Below this is a "Quick Links" section with links for Course Search, Email, Community Standards for Students, and Confidential Web Tip Form. The main content area is titled "Facility Schedules and Services" and includes a "Facility Schedules" section with a search bar and a "Course Facilities Search" link. On the right, there is a "Bookmarks" section with a "View all bookmarks" link and a "Links" section with several links: Facilities Services, Central Supply Order Form (highlighted with a red arrow), Central Supply Catalog, How to submit a work order to Facilities, and Work Order Request.

OR

Go to [www.drury.edu/facilities/](http://www.drury.edu/facilities/) and select “Work Orders” on the left, then “Central Supply Order Form”

The screenshot shows the "Facilities Services" page. At the top, there is a dark header with the text "Home > Life at Drury > Facilities Services". Below the header, the page is titled "Facilities Services". On the left, there is a "Work Orders" sidebar with a list of navigation options: Work Requests, FAQs, Central Supply Order Form (highlighted with a red arrow), Central Supply Catalog, and How to Submit a Work Order. The main content area is titled "About Facilities Services" and includes a "Submit A Work Order" button. Below the button, there is a paragraph of text: "Facilities Services is a customer service-based department that supports Drury University's mission of a student-centered, personalized education by maintaining a physical environment conducive to quality learning. We're committed to providing a supportive, comfortable, and sustainable environment for students, staff, faculty, and guests." Below this paragraph, there is a line of text: "If you have a Facilities-related question or concern, please feel free to contact us."

2. Many commonly ordered items are kept in stock in the Facilities department. These items can frequently be sent in the next day's campus mail delivery. To find the catalog of items that are kept in stock, along with their item numbers, units, and prices, you may follow either of the previous 2 steps but click on "Central Supply Catalog" instead of "Central Supply Order Form" OR you may click on the link at the top of the order form.

### CENTRAL SUPPLY CATALOG EFFECTIVE 11/1/2019

For items not on the catalog, see notes below.

Item Number	Item Description	Unit	Price
OS 9V	Batteries, 9V, Duracell Procell	Each	\$ 1.09
OS AA	Batteries, AA, Duracell Procell	Each	\$ 0.47
OS AAA	Batteries, AAA, Duracell Procell	Each	\$ 0.47
831610	Binder Clips, Large, Staples Brand (12/box)	Box	\$ 0.96
395200	Binder Clips, Medium, Staples Brand (12/box)	Box	\$ 0.41
103523	Binder Clips, Small, Staples Brand (12/box)	Box	\$ 0.12
387512	Chalk, Crayola Anti-Dust, 12/box	Box	\$ 0.55
OS 326197	Compressed Air	Each	\$ 3.00
OS 616319	Disinfectant Wipes	Each	\$ 2.90
701	Drury Business Reply Envelopes (500/box)	Box	\$32.28
702	Drury Catalog Envelopes (9.5" x 12.5")	Each	\$ 0.60
706	Drury Letterhead (8.5" x 11")	Ream	\$38.93
707	Drury Letterhead Blank 2nd Sheets	Ream	\$19.00
703	Drury Letterhead Envelope (500/box)	Box	\$55.88
708	Drury Mail Labels (25/pack)	Pack	\$11.68
709	Drury Name Tags (50/pack)	Pack	\$20.77
710	Drury Note Cards (25/pack)	Pack	\$11.38
711	Drury Note Envelope (25/pack)	Pack	\$11.38
704	Drury Window Envelope (500/box)	Box	\$51.09
634797	Dry Erase Board Eraser, Staples Brand	Each	\$ 1.06
637820	Dry Erase Marker, EXPO Brand (Black, Blue, Red, Green)	Each	\$ 0.99
OS 264174	Facial Tissue, Members Mark Brand	Box	\$ 1.00
116657	File Folders, 3 Tab, Manilla, Staples Brand (100/box)	Box	\$ 4.27
607942	Hand Sanitizer, Purell Brand, with Aloe	Each	\$ 4.38
139048	Highlighter, Sharpie Brand (Blue, Orange, Yellow, Green, Pink)	Each	\$ 0.82
223601	Index Cards, 3 x 5 Lined, Staples Brand (500/pack)	Pack	\$ 1.99

The catalog shows item numbers, item descriptions, units, and prices. These will all be important in placing your order. The item number is most often the Staples item number. Items that are ordered from somewhere other than Staples are denoted with "OS" at the beginning of their item number.

Catalog items that are no longer available or temporarily out of stock may be substituted for similar items at actual cost. We will match the price as closely as possible.

- To place your order, fill out the Central Supplies Order Form as thoroughly as possible. The first portion of the Central Supplies Order Form is your contact information (name, phone number, and email address). The email address you provide is the email address your order confirmation will be sent to.

**Central Supplies Order Form**

Item codes can be found in the [Central Supply Catalog](#).

Name \*

\* = required field

Bethany Dixon

First Last

Phone Number \*

417 873 7219

### ### #####

Email Address \*

facilities@drury.edu

- The second portion of the Central Supplies Order Form is the delivery and billing information. Fill in the building and room number you want the supplies delivered to. If you are ordering for someone else, make sure to put their building and room number and specify who it is being delivered to. Fill in the account number you would like those supplies billed to.

**Note: Drury Facilities does not deliver to satellite campuses.**

**Delivery Address**

Building \*

Facilities Services

Room \*

Front Office

Account Number \*

104-\*\*\*-\*\*\*\*\*-23000

5. The final portion of the Central Supplies Order Form is the actual items you are ordering. Fill in the item number, item description, quantity, unit, and price. The units for stock items can be found on the catalog. For instance, Expo markers, though they frequently come in a box of a dozen, are sold individually through Central Supply to accommodate mixed colors and small orders. Please specify color when items come in more than one color.

### Item One

Item Number	Item Description *
<input type="text" value="637820"/>	<input type="text" value="Dry Erase Marker (Blue)"/>
Quantity *	Price \$ *
<input type="text" value="5"/>	<input type="text" value="0.99"/>
Unit *	
<input type="text" value="Each"/>	
Add Another Item *	
<input type="radio"/> Yes	
<input checked="" type="radio"/> No	
<input type="checkbox"/> I'm not a robot  reCAPTCHA Privacy - Terms	
<input type="submit" value="Submit"/>	

6. Items NOT on the Central Supply catalog are not kept in stock in the Facilities department, but most items available from Staples can still be purchased through Central Supply. Simply find the item you want on Staples.com and use the information from the site to fill in the order form. Your item number will be the Staples Item # found under the item's description. Facilities staff will order the item from Staples Business Advantage (see notes on non-stock items below).

### Staples Desktop Stapler, Full-Strip Capacity, Black (24547-CC)

Item #: 81497Z | Model #: 24547-CC

★★★★☆ [98 Reviews](#)

Each [Open a More Account and save](#)

Delivered by Friday, Oct 18 with next-day delivery **\$8.29**

[View full product details](#) Qty:

7. If you need to order more than one item, select “Yes” under the “Add Another Item” heading. You can add up to 5 items on one order. More than 5 items must be ordered through additional order forms.
8. Once you submit the form, you should receive an order confirmation immediately. The form is automated so there should be very little delay. If you do not receive an order confirmation within a few minutes, please contact Facilities to be sure your order was received.
9. Orders of stock items are *usually* sent out in campus mail the morning following your order. Orders for non-stock items will be delivered later. (See notes on non-stock items below.)
10. At the end of the month, the manager, purchaser, or budget administrator for your department will receive a receipt for ALL orders on the account number. The purchases will be billed in one lump sum on a journal entry submitted to the Business Office by Facilities. You do NOT need to do anything with the receipt except save it for your records.

## Non-Stock Item Notes

- The prices on Staples.com and Staples Business Advantage are not always the same. Most of the time, the prices on Staples Business Advantage are lower, but in some cases they may be more expensive. If it is more than a small price increase, the Facilities office will contact you to verify that you still want the item. The Facilities office can also perform a price check if you email the item number to [facilities@drury.edu](mailto:facilities@drury.edu).
- Staples Business Advantage has a minimum order threshold of \$35. If you order items not found on the catalog and your order is less than \$35, it will be placed on our weekly order on Friday at noon. If your order is more than \$35, it will be ordered the same day it is placed.
- Most Staples orders (excluding furniture) are shipped to us with next-day delivery, and we will re-pack and send your items via campus mail the morning after we receive them. If there is a backorder or delay, the Facilities office will alert you as soon as possible.
- Some items available on Staples.com are not available through Staples Business Advantage. In those cases, the Facilities office will contact you to find another alternative.
- Sales prices available on Staples.com are frequently not available through Staples Business Advantage. In those cases where the price difference is significant (like on significantly discounted furniture or electronics), it may be more beneficial to your department to order directly from Staples using a department credit card in order to receive the deal.
- Furniture orders through Staples Business Advantage may include an additional fee for in-office delivery and set-up (provided by Staples).
- We **DO NOT** order toner cartridges for Central Supply due to issues with defective cartridges we were unable to return. We recommend local vendor Cartridges Plus. They deliver straight to your office, bill your department directly, pick up and recycle your old cartridge, and cover their cartridges with a warranty in case they are defective in any way. They can be reached at 417-890-2401 or [GoCartridgesPlus@gmail.com](mailto:GoCartridgesPlus@gmail.com).