

**CLASSIFICATION: Business and Noninstructional
Operations****ADOPTED: 1/5/79****REVISED: 9/13/95****SUBJECT: Supplies and Forms, Ordering of****PAGE: 1 of 2**

The Business Services Division of the San Diego County Office of Education will maintain a system for ordering and requisitioning office supplies and forms.

SUPPLIES

Supplies are ordered through the Stockless Supply System (SSS). This system is a contract with a local office supply company and provides comprehensive availability of office supplies on a two-day turnaround basis. Next day service is available for RUSH orders only.

Office supplies may be ordered by any section or program that has established an open purchase order with the SSS vendor. An office products order form, available from the Maintenance and Operations Section, is to be used for ordering office supplies. All supplies listed in the SSS vendor's office supply catalog are available for ordering except the following:

1. Paper, letterhead bond, bond paper: order from the Graphic Communications Unit on Form 68, *Graphic Communications Requisition*.
2. Return addressed envelopes: same as 1. above.
3. Business cards: same as 1. above.
4. Signs: same as 1. above.
5. Copier supplies: Contact Purchasing/Contracts section for the contract vendor and complete Form 173, *Purchase Requisition*.
6. Furniture: Order on Form 173, *Purchase Requisition*.
7. Equipment: same as 6. above.

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8. Postage stamps: Order from the mailroom using Form 164, *Request for Supplies*.
9. Laser printer cartridges: use the special SSS laser printer cartridge order form. New and recycled cartridges are available.

FORMS

Standardized County Office forms are ordered from the warehouse on Form 165, *Request for Forms*.

Derivation: Former Operational Procedure 3780.1, Adopted 1/5/79. Amended, Renamed, and Renumbered 3522, 9/13/95.