

## **UNIVERSITY LIBRARIES SPECIAL SUPPLY REQUESTS**

(for items not listed on Weekly Supply Request Form)

### **INSTRUCTIONS AND INFORMATION RE: SPECIAL SUPPLY REQUESTS**

*\*\*This form is for items costing less than \$500 each. For items costing more than \$500, please use the Equipment Request form & submit it to the Equipment Committee.*

**OUR PRIMARY VENDOR FOR SUPPLIES IS STAPLES.** Due to TBR regulations, all office supplies must be ordered from Staples unless we supply documentation of a significant price differential and receive approval to order from a different vendor. THEREFORE, please check Staples first for your supply needs. **If you are requesting something from a different vendor, and Staples has something similar or comparable, please indicate in your justification/statement of need why you need this particular item instead of the Staples item.** Also, please keep in mind that there is a \$60.00 minimum for orders through Staples, so your order may have to be delayed until it can be combined with other orders. You can look at Staples's online catalog by clicking [here](#). The price you see is not our price; please contact Kristen Buck (2201) to get prices on the items you are considering.

If you need special supply items in order to perform a special project or because your supply of the item needed throughout the year has become depleted, **please include a written justification/statement of need (from the Department Head, in the area indicated on the official request form found below)** & submit it to the Administration Office. Purchasing decisions for Special Request items are made by Annelle Huggins; you will be notified as to the decision in a timely manner. Special Supply Requests may be held until such time as funds are made available for Special Requests and/or until we have enough requests from the specific vendor to justify placing an order. If your need is TIME-SENSITIVE (i.e., urgent), please indicate this on your request.

These Special Supply Request qualifiers also apply to items that appear on the Weekly Supply Request Form, such as pens or pencils, but you are requesting a specific model of the item, which we do not maintain in the Supply Room. **Again, send a written statement of need (from the Department Head, in the area indicated on the official request form found below)** to the Administration Office. Purchasing decisions for Special Request items are made by Annelle Huggins; you will be notified as to the decision in a timely manner.

In order to meet the supplies needs of the University Libraries in an effective manner, we make every effort to combine orders for special items (i.e. items not found on the Weekly Supply Request Form). This enables us to use our "purchasing power" to obtain lower pricing.

Please NOTE: We maintain supplies for general use throughout the building and these are purchased in quantity to lower costs. If a model of an item we have been maintaining has given you or your departmental personnel problems, please notify Kristen Buck of the problem so that we may look into changing to a different model that will work more effectively for everyone.

If you have any questions regarding this matter, please contact Annelle Huggins at [ahuggins@memphis.edu](mailto:ahuggins@memphis.edu) or phone 4482.

Thank You!

**UNIVERSITY LIBRARIES SPECIAL SUPPLY REQUEST FORM**

*\*\*This form is for items costing less than \$500 each. For items costing more than \$500 each, please use the Equipment Request form & submit it to the Equipment Committee.*

From: \_\_\_\_\_ Date: \_\_\_\_\_  
Department/Branch

Name/Description of Item (Please include all pertinent data, exact name as shown in catalog.)  
A copy of the appropriate page from a catalog, brochure, or website would be very helpful.

Check one:

- The Vendor is Staples.
- I looked at the Staples catalog; they don't have what we need.

If the Vendor is not Staples, please add Vendor Information (name, address, phone) here:

Date or # of Catalog \_\_\_\_\_ AND Page # in Catalog \_\_\_\_\_ OR Found online \_\_\_\_\_

Item # \_\_\_\_\_ Size: \_\_\_\_\_ Color: \_\_\_\_\_

Unit (e.g. box, each, 25/pack, 100): \_\_\_\_\_ Quantity of units needed: \_\_\_\_\_

Price per unit: \_\_\_\_\_ Any **Estimated** Additional Costs: (e.g. shipping.): \_\_\_\_\_

Total estimated cost: \_\_\_\_\_  
(Quantity of units x price per unit + any estimated additional costs)

Justification/Statement of Need from Department Head [If the vendor is not Staples, please see information on Page 1 regarding ordering from other vendors. Attach additional sheet if necessary.]

\_\_\_\_\_  
Dept. Head Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Associate Dean's Approval

\_\_\_\_\_  
Date