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Name:	Inventory & Distribution – Photocopying Supplies
Policy Number:	4-6005
Origin:	Financial Services
Approved:	1 August 1994
Issuing Authority:	Senior Director, Financial Services
Responsibility:	Manager, Procurement Services
Effective Date	1 January 2013
Revision Date(s):	1 July 1997, 1 September 2007, 1 January 2013

Under the current agreement, photocopy supplies (toner/staples) are ordered directly from the manufacturer by calling the 1-800 number listed on the machine. Paper is available from Inventory & Distribution (I&D) by submitting a standard purchase requisition. Please ensure that the requisition contains the following:

- Required quantity (packages of 500 sheets)
- Commodity code number - There are several commodity codes for 8.5 x 11 white paper:
 - 151020045 - White Paper (30% recycled) 8 ½ x 11
 - 151020006 – White Paper (100%recycled) 8 ½ x 11
 - 151020036 – White Paper (30% recycled) 8 ½ x 14

Please refer to the Supplies List, available on SMUport or through Procurement Services, for other paper sizes and colours

- The budget account number (FOAP) – The central account number can be used when ordering paper for photocopiers only: 100000 1100 72560 9999.

Please note that the central account number is only used when ordering paper for photocopiers. Paper for general office use should be charged to the individual department budget. For clarification please contact Procurement Services.