

## **Ordering and Receiving Office Supplies at the InfoSys Service Desk**

### **Ordering Office Supplies**

InfoSys Service Desk staff orders most office supplies from Office Max for IDT (4<sup>th</sup> floor) and Media. Orders should be given to Sandy Neer/Carol Phillips and will be placed online via the Office Max webpage for SDSU (<http://www.officemaxsolutions.com/index.shtml>).

*NOTE: Sandy Neer and Carol Phillips are the only authorized Office Max buyers for IDT (4th floor) and Media Center. Sandy Neer is primary and Carol Phillips should only be used as a backup. The FileMaker Pro database used for requesting office supplies by Media is Suplyreq.FP5.*

When IDT staff use the last of an item from the cabinets, they should notify the InfoSys Service Desk to reorder the item. If needed items are not in the supply cabinets, Sandy Neer/Carol Phillips will place an order via Office Max.

### **Receiving Office Supplies**

When incoming orders are delivered to the Library, someone from the mail room or LibAdmin may notify the InfoSys Service Desk at 46753 to make a pickup from the mail room. However, the InfoSys Service Desk does not always receive calls when orders are received.

Check the mailroom for boxes with Sandy Neer or Michael Lapins name on them each time you pick up the mail. These are the orders from Office Max.

InfoSys Service Desk staff will receive and distribute the order to the appropriate locations in the Information and Digital Technologies (IDT) 4<sup>th</sup> floor and Media Center. The InfoSys Service Desk and/or designee will check in the supplies against the printed order form. Give the items to the requestor and/or put the items in the supply cabinet in LL-465.

The packing slip from the boxes is given to Sandy Neer or Carol Phillips, if Sandy is not available. This slip will be mailed via intercampus mail to LibAdmin, Attention - Lisa Peters. Any problems with the order should be reported to Sandy Neer or Carol Phillips.

### **Periodic Supply Check**

There are supply cabinets for the Information and Digital Technologies (4<sup>th</sup> floor) in LL-465. InfoSys Service Desk staff should make a periodic check of the supply cabinets. Frequently used items are kept in these cabinets.