**West London College – Stationary order guidance**

The Administration department establishes a routine termly ordering schedule for office supplies. When planning an order the department takes into consideration the following:

* The current quantities of stocked items and rates at which the supply of stocked items is expended
* The amount of storage space available
* The various sources from which each needed item can be ordered, so that orders may be efficiently coordinated
* Any other staff needs or requests

**Guidance on general stationary orders**

Administration keep a supply of stationary items in regular stock. Therefore, staff are not normally required to put in requests for standard stationary items. Instead staff should email administration requesting items to be collected or visit the administration office to collect items as and when required.

Items regularly stocked include but is not limited to:

* Standard ballpoint pens (Blue/Black/Red/Green)/ pencils/ coloured pens/ white board markers Highlighters and coloured markers
* Correction tape/ fluid
* Calculators (non-scientific)
* Pencils, rulers and erasers
* Celotape/ rubber bands, track and glue
* A4 lever arch files
* Staplers/staples and staple refills
* Scissors/ Guillotine (smaller sites)
* Hole punch (2 hole standard)
* Notepads and ruled paper (sizes vary, please be aware that we may not stock all sizes at any particular time).
* Paperclips/bulldog clips/ treasury tags/ drawing pins and similar items
* Laminator and laminating pouches
* Envelopes and Plastic pockets/manila folders/ folder dividers
* Sticky labels (e.g. Avery) for addressing or filing and Post-its/yellow stickies
* Please note: Administration do not keep: Mechanical pencils and spare leads/ Scrapbook, art books/ Filing trays/ Tissues/ USB memory sticks/ Desk pad/ clocks/ headphones/ recording equipment/foot rests/paper plates

**Guidance on specialist stationary orders**

**Requests for non-stocked office supplies are received on as "as needed" basis. All special order requests must be sent through to the central Administration departments at each college site. All special orders must be received at least 1 week prior to the items being required.** The Administration department will verify the need for each requested item and its cost before approving its procurement then send an acknowledgement of the request and an indication of what action will be possible in completing the request to the requesting staff member.

Please email the relevant Administration team and include all details (e.g. quantity, specific colour, company if known, what budget code to assign to the order, nominal code (i.e. Stationary, teaching material, student travel, subscriptions), deadline for when needed). Each staff member is responsible for providing adequate notice and informing the department when such items need to be obtained or replaced. Information from staff is critical in order to avoid emergency orders (which are especially

difficult to fill in an economical way), as well as personal stockpiling, stock shortages, and surplus stock of unnecessary items. **Any specialist items ordered will be raised under the relevant department budget and are subject to Finance approval.**

**Paper requests and Photocopier cartridge**

Paper requests need to be emailed to relevant Administration departments (smaller colleges, and the Reprographics department direct at Hammersmith) and are requested from Estates. Please note that paper orders are made on an ‘as and when’ required basis. On the occasion in which specialist paper is required staff will need to request a special order (please see guidelines above ‘specialist stationary orders’).

Photocopier cartridges are requested from the Reprographics department and stock piling is prohibited. Please send in an email request to the Administration department (smaller colleges, and the Reprographics department direct at Hammersmith) who will make the cartridge request.

**Printer cartridges**

Printer cartridges are requested direct from the IT Services department and stock piling is prohibited. Please send in a request to the Administration department (smaller colleges, and submit an IT Service helpdesk request at Hammersmith) who will make the cartridge request.

**Contact**

Please contact the relevant administration department at your college if you have any questions.