



San Joaquin Delta College

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Memorandum

DATE: June 30, 2005

TO: Office Depot and Office Max Supply Users

FROM: Maria Bernardino, Purchasing Officer

RE: Electronic Desktop Ordering Procedures

The following items will not be released through the Office Depot or Office Max electronic ordering systems. In order to avoid any delays when placing your orders, please review the list below to comply accordingly.

1. * Do not order items that contain **Computer or AV** related items. These have to be ordered through Info Services.
2. * Do not order items that contain **Fax, printers, copiers and related supplies (toner cartridges, paper including color paper, etc...)**. These have to be ordered through the Publication Center. The Publication Center will coordinate delivery/pickup of the supplies.
3. * Do not order items that contain any type of boards such as chalkboards, white boards or tack boards. These types of boards will need to be submitted through Maintenance & Operations via a Work Order, including the appropriate Pseudo number for ordering purposes. M/O will place the order and will install the board for the department.
4. Do not order items with a unit price of \$462.00 or more. These items will have to be placed through Oracle, to issue a purchase order for Fixed Asset purposes.
5. Do not order any furniture, chairs, workstations, bookcases, etc. These types of orders must be submitted through Oracle. Purchasing will work with the end-user to try to avoid assembly, installation, durability and ergonomic issues.
6. Any equipment (Capital Outlay) item with a price of \$185, but less than \$462 should be charged to a "Capital Outlay" account, which normally starts with a number "6" account. If the department is using a "Supply" account for any of these items, which normally start with a "4" account, the department will need to be notified to change the number before it can be released..
7. ** Do not order any items that are considered for personal usage or consumption such as: coffee makers, coffee, break room supplies, filters, water, Kleenex, candy, snacks, refrigerators, etc. (if you need assistance identifying certain consumable items, please let me know).

* Items that should be ordered through the Centralized Department, as specified.

** Items that are considered to be personal consumable items and should not be purchased with District Funds, per the District Auditors. Only the Categorical Programs such as Cal Works, AmeriCorps, Foster Care, Small Business Development Center, Middle College High School, etc. are exempt from this regulation.

