



Process for Ordering Materials
2019-2020

Supplies and printed items will be outsourced through approved vendors.

Process:

1. Identify items that need to be ordered. (office supplies/printed forms, etc.)
2. Contact the approved vendor (if needed) and inquire if the items are available.
3. For printed items/materials/supplies, submit a copy of the work requested to ensure that the vendor can accommodate the campus/department needs.
4. For printed items/materials/supplies request a quote and submit as part of the requisition documentation. (re-printed paper, printed envelopes, printed forms business cards, etc.)
5. Items must be purchased from approved vendors. (Gateway, Region One, Quill, etc.)
6. Requester submits a requisition to the business department for approval.
7. Business department sends requisition through the approval path, campus/department proceeds with requisition once it has been approved.
8. For printed items, submit a sample of what you are requesting to order for artwork if necessary.

District approved vendors:

Vendors:

Gulf Coast
Bosworth Paper
CC Distributor
Gateway Office Supplies
Region One ESC Print shop
Quill Corporation
Office Depot
Others (consult with business office)