

ALL STAPLES, SCHOOL SPECIALTY & LAKESHORE ORDERS

MUST BE PROCESSED ONLINE.

Please follow the guidelines below:

Staples Orders:

Create a cart, submit it and then email a copy to the Office Manager/Department Requisitioner.

The Office Manager/Department Requisitioner must enter the PO # on the online order for it to be approved by the Purchasing Department.

Most Staples orders will be approved within 1-2 days of receiving them in the Purchasing Department approval queue. Please notify your Office Manager/Department Requisitioner if you have a special request.

If an item was ordered in error, received broken, or will not be used, return it. Please go online and set up an online return and let the Accounts Payable office know that the item will be returned and credited.

Staples orders usually have a 24 hour turn around for delivery once they have been approved through the Purchasing Department approval queue.

August and September orders will take longer to be delivered because that is their busiest time. Allow for more time for deliveries during these months.

School Specialty & Lakeshore Orders:

Create a cart, submit it and then email a copy to the Office Manager/Dept. Requisitioner.

Office Manager/Department Requisitioner will create a requisition and attach the online cart. The cart number must appear on the requisition. If there is not a cart attached to the requisition, it will be disapproved.

Once the requisition has been converted to a purchase order, the Office Manager/Department Requisitioner will update the PO # on the online cart and submit. The PO # must be on the cart in order for the online cart to be approved by the Purchasing Department. If the PO # is not referenced on the online order, the cart will be rejected and sent back to the originator.

If an item was ordered in error, received broken, or will not be used, return it. Please call School Specialty/Lakeshore and set up a return and let the accounts payable office know that the item will be returned and credited.

School Specialty/Lakeshore orders will usually take up to 2 weeks to receive depending on availability once they are approved through the Purchasing Department approval queue. Please allow time for delivery.

August and September orders will take longer to be delivered because that is their busiest time. Allow for more time for deliveries during these months.