

OFFICE SUPPLIES (WorkQuest Central Store or Today's Business Solutions)

Point of Contact: Christopher Palacios 512.579.5143

When purchasing office supplies, the first office supply source should be the WorkQuest Central Store (<http://store.tibh.org/>). Per State of Texas law, we are required to purchase office supplies from WorkQuest unless a particular item doesn't meet the following standards:

- Quality (ex. WorkQuest doesn't carry a particular brand of an item)
- Quantity (ex. WorkQuest requires a minimum quantity of an item to be purchased that is higher than what you need)
- Delivery Time (ex. WorkQuest is not able to deliver the item by your required delivery date)

If WorkQuest Central Store is unable to provide what you are looking to purchase, our preferred supplier is Today's Business Solutions (TBS), an Office Depot (OD) partner and certified HUB vendor. Pre-approved department employees can order supplies from TBS/OD via eShop in PeopleSoft. (Please contact your department's office supply contact for information on how your department orders office supplies. If you do not know your department's contact, please contact Christopher Palacios at the phone number above.)

Ordering Supplies

For WorkQuest Orders: Orders placed through the WorkQuest Central Store website or by calling WorkQuest Central Store (512.834.8242) will be done with a ProCard. The department is responsible for forwarding the backup for WorkQuest office supply purchases as they would for any other ProCard purchase.

For TBS/OD eShop Orders: Once an order has been placed, the departmental contact ("Requester") will receive an order confirmation from TBS/OM via e-mail.

Reporting WorkQuest Exceptions (for TBS/OM Orders)

For any office supply purchases not made through WorkQuest, please forward the TBS/OM confirmation e-mail to purchasing@utsystem.edu and include the reasons (quality, quantity, or delivery time) why these items were not purchased from TIBH.

Delivery and Receipt

For WorkQuest Orders: Sign and date your packing slip to confirm receipt of the items. Forward the signed packing slip and invoice along with your ProCard reconciliation logs each month.

For TBS/OD eShop Orders: The departmental Requester must enter office supply shipments as "received" in PeopleSoft via the Manage Requisitions page. Please contact Christopher Palacios for any assistance you may need on this process.

Invoice and Payment

For WorkQuest Orders: Since all WorkQuest orders are done via ProCard, you will pay either online or via phone to WorkQuest. You will receive an invoice from WorkQuest showing the order has been paid. Please include this invoice along with other related backup with your ProCard reconciliation log.

For TBS/OD eShop Orders: Invoices are sent electronically to UT System Financial Shared Services. Once the departmental Requester has logged in any shipments as "received" in PeopleSoft, invoices will be processed automatically. The department does not need to forward anything to Financial Shared Services as backup, and the department may dispose of any packing slips after they have been "received" in PeopleSoft.

Returns and Exchanges

For WorkQuest Orders: Please contact WorkQuest Central Store at 512.834.8242.

For TBS/OM eShop Orders: Please contact Today's Business Solutions at 713-861-8508 or via e-mail at info@tbstx.com.