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Assistant Vice President for Finance
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To: All Departments
From: Ed Rios *Ed Rios*
Date: May 16, 2014
Subject: Staples Advantage Purchases

The deadline for Staples Advantage office supply purchases is June 5, 2014, COB.

Staples Advantage is for the purchase of essential office supply items. Please utilize the established and approved **CSI Shopping List** to purchase your regular office items. If there are items that you would like to order that are not listed on CSI's Shopping List, please contact Suzanne Amuso at ext. 3220, so she can work with Staples to have the item incorporated into the list.

Please do not place orders for non-essential office supply items under your Non-Contract "NC" Ship-To as these items are restricted, such as, break-room supplies, chocolate, cleaning supplies, coffee, coffee makers, milk, water, etc.

The NC Ship-To was solely created for the purchase of ink and toner cartridges and special items (i.e., colored pens, folders, etc.) not covered under the CSI Shopping List. Please refrain from ordering anything other than a necessary office supply.

For the purchase of NC-Ship-To items, such as office equipment, furniture, etc. please create a requisition in CUNYfirst. This procedure will prevent any further purchases of non-essential office supplies being ordered.

Should you have any questions or concerns, please contact Suzanne Amuso at x3220.

Thanking you in advance for your cooperation.

c: Ira Persky, Vice President for Finance & Administration
Department Chairs/Deans
Kiesha Stewart, Purchasing Director
Suzanne Amuso, Operational Services
Purchasing Staff
Accounts Payable Staff