

To: All Departments
From: Diane Squires
Date: June 9, 2017
Subject: Proftech Purchases

The deadline for Proftech office supply purchases is June 2, 2017, close of business.

Proftech 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 NC Ship-To as these items are restricted, such as, breakroom 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.

Should you have any questions or concerns, please contact Suzanne Amuso Ext 3230.

Thanking you in advance for your cooperation.

c: Department Chairs/Deans
Purchasing Staff
Accounts Payable Staff