

Office Depot Procedures

A staff-member has requested to order materials from Office Depot. Here is the procedure to ensure the order is processed quickly and efficiently.

Determine if item(s) can be ordered online or require a PeopleSoft requisition.

The following items can be ordered, but only through PeopleSoft if approved for purchase.

- **Furniture** category products—include price for assembly in your requisition
- **Food and beverages** approved via grant that Nutrition Services cannot fulfill require a requisition
- **Technology** items--subject to OUSD Information Technology approval
- **Toner** should be ordered via NCEPC bid 2019-DP pricing via a requisition wherever possible

Log in to Office Depot: <https://business.officedepot.com>

Search for items

- Use the search bar to find items by item number or description
- Once items are found, add the quantity needed to cart
- If requisition is required, print a PDF of your cart and attach to item one in your Peoplesoft requisition
- In-store pick up is not allowed
- Some items are restricted because they can be purchased through the OUSD Warehouse

Checkout

- Minimum \$50 shopping cart is required to place an order
- Confirm delivery information section
- Account information – general account numbers for sites:

<u>Teacher/Instructional materials:</u> <ul style="list-style-type: none">○ FUNDRES: 01000000900○ GOALFUN: 11101000○ OBJECT: 4300000○ SITE: your site number	<u>Office/Admin materials:</u> <ul style="list-style-type: none">○ FUNDRES: 01000000900○ GOALFUN: 00002700○ OBJECT: 4300000○ SITE: your site number
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- Place order on hold so site administrator can approve and release the order
- If you are using an account number not in Office Depot, please contact Kathleen Martinet in Fiscal Services at x4024

Tracking orders

- Once logged in, click on Orders icon
- Next to Search By, select how you would like to search (item number is easiest)
- Update Date Range to include the date you entered the order
- Click Search Orders

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- Click on the order number in the search results
- Order & Budget Information at the top will show the order status

Missing orders/items

Please call Office Depot customer service at 888-263-3423 immediately when missing an item/order.

Weekly Office Depot approvals

Daniela Beltran sends out weekly approval lists. Please sign and return by the deadline. Approval lists can be sent via email, fax, or district mail.