

AMAZON RESTRICTIONS

Effective Immediately:

1. **Amazon Restriction:** The use of Amazon for office supply purchases is restricted.
2. **Preferred Supplier:** All office supply purchases should be made via Staples. Staples has been designated as our preferred supplier based on the Chancellor's Office agreement.
3. **Exceptions:** If you encounter any exceptional circumstances, such as price discrepancies, urgent delivery requirements, or specific items not available through Staples, you must follow the ProCard Exception process. Obtain full approval and file the exception before making the purchase. **Please note that Staples requires a \$50 minimum purchase threshold for deliveries. No exception is required if an office supply purchase from Amazon is less than \$50.**

***The Amazon Business punchout within CSUBuy is allowable when all criteria are met.**

We appreciate your cooperation in adhering to these guidelines. By consolidating our office supply purchases through Staples, we can optimize costs and maintain consistency across the organization. This effort also helps us to uphold our mission of meeting our sustainability goals, as Staples is committed to less packaging and fewer shipments thereby minimizing CSU Channel Islands' carbon footprint.

Comprehensive List of Office Supplies:

1. **Paper Products:**
 - Printer paper
 - Notepads
 - Sticky notes
 - Envelopes
 - File folders
 - Index cards
2. **Writing Instruments:**
 - Pens
 - Pencils
 - Highlighters
 - Markers
 - Dry-erase markers
3. **Desk Accessories:**
 - Desk organizers
 - Pen holders
 - Tape dispensers
 - Staplers and staples

- Paper clips
- Binder clips
- Rubber bands
- Scissors
- 4. **Filing and Organization:**
 - Binders
 - Dividers
 - Sheet protectors
 - Labels
 - Filing cabinets
 - Storage boxes
- 5. **Printing and Mailing:**
 - Printer ink and toner
 - Mailing labels
 - Shipping boxes
 - Packing tape
 - Bubble wrap
- 6. **Calendars and Planners:**
 - Desk calendars
 - Wall calendars
 - Planners
 - Appointment books
- 7. **Presentation Supplies:**
 - Presentation folders
 - Flip charts
 - Whiteboards
 - Bulletin boards
 - Easels
- 8. **Cleaning and Maintenance:**
 - Cleaning wipes
 - Hand sanitizer
 - Trash bags
- 9. **Technology Accessories:**
 - Mousepads
 - USB drives
 - Computer cables
 - Phone chargers
 - Surge protectors

If you have any questions or need further clarification, contact the [Procurement Team](#) at pcard@csuci.edu. Thank you for your attention to this matter.