
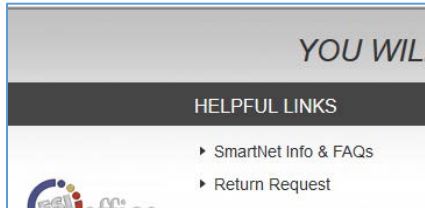


Just a quick reminder to start the New Year!

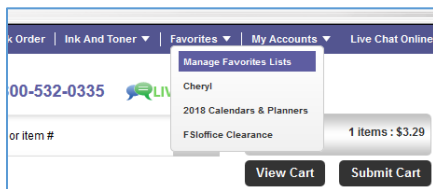
FSI Office is our new office supplies provider (state contract).

FSI is a punch-out supplier in eProcure - 

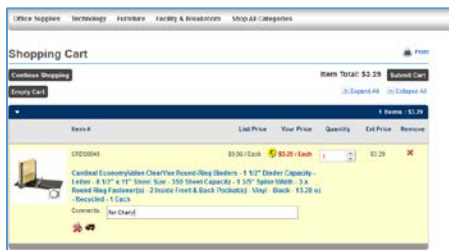
- Please use a PCard to purchase these supplies whenever possible. It saves you time (no need to create a receipt in eProcure) and saves Accounts Payable time reconciling multiple small dollar item purchase orders!
- Best value items are flagged with this icon - . These items have been competitively priced and should be purchased from FSI.
- Should you need to return an item, complete the return request at the bottom of the webpage.



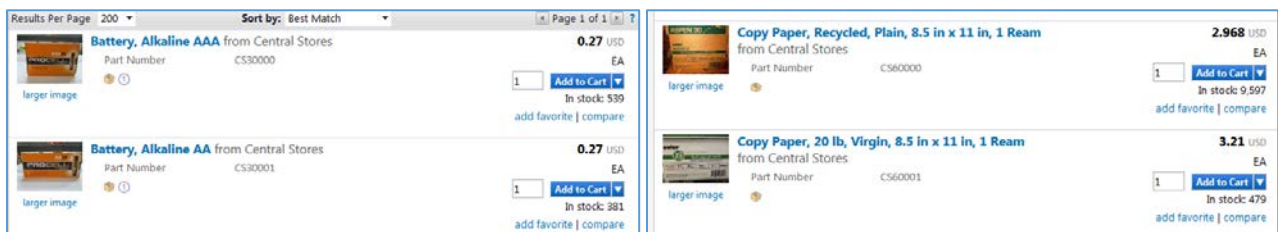
- You can create a Favorite's shopping list in the punch-out for easy re-ordering.



- Any comments notated in the comment box in the FSI shopping cart will print on the packing slip. No more trying to remember who requested the supplies.



- Remember that copy paper should be ordered from Central Stores ('Preferred Suppliers' in eProcure). Also, Central Stores stocks other items that typically are cheaper than retail (batteries, etc.).



- MFD and laser printer toner cartridges are included in the monthly cost from Xerox. Should you need toner, you should contact Xerox (855-840-1273).