The Central Services Storeroom is located in room 010 Morrison Hall. Student, faculty and staff may purchase school and office supplies for personal or departmental use. If we do not have what you need, we can get it for you by placing a special order from the special order supply catalog.

Contact us!
Supply Services
010 Morrison Hall
Campus Box 64
316.978.3545
316.978.3091
supplies@wichita.edu
wichita.edu/centralservices
Ordering from Central Services

To place an order go to:

First time users must create an account before an order can be submitted. This can be done by clicking on “My Account/Order Status” at the top of the page. Enter your information under “Create a New Account” and submit the registration. You are now ready to start shopping.

Adding Supplies to Shopping Cart
Once logged in, you can browse our inventory using the “Supply Categories” located on the left side of the screen or the “Search” box at the top of the screen. When you find an item you wish to order, enter the quantity you would like and click “Add to Cart”. Once the item is added you have the option to check out or continue shopping. If you decided you want to delete or change the quantity of an item already in your shopping cart, click on “View Cart/Checkout” at the top of the page. Be sure to click “Recalculate” to save any changes made to your shopping cart.

Please note: Most of the items found on our site are kept in stock. For items not found, please see Special Order instructions.

Special Orders
Items not found on our website can be special ordered using the shopping cart. Supplies: We have the option to order office supplies not found on our website from Staples Business Advantage. Follow the “Staples Special Order” link located on the left hand menu bar to browse these items. To view estimated prices, please contact us to set up an account. We receive a discount on most of the prices seen.

When you find an item you would like, take the Staples# along with a brief description and go back to our website to enter this information for a “Special Order Supply”. This must be done for each special order item, please contact us if you have questions.

Items special ordered from Staples Business Advantage will be sold in the unit of measure as sold by Staples Business Advantage.

Paper: If paper is not found on our website or at the Staples Business Advantage site, we may be able to find it at another vendor, please contact us for more information.

Cartridge and Toners: Please enter the cartridge number along with the manufacturer’s number (usually located on the box or actual item) in to the “Special Order Cartridges”, please contact us if you have any questions.

Checking Out
Click “View Cart/Checkout” and double check the items and quantities you want to order. If you are satisfied, click “Proceed to Checkout” and enter your billing and shipping information. You will need to enter the organization and fund numbers in the “Additional Information” section (please use 9000 for cash sales), choose the shipping method from the drop down box, then select the payment method from the drop down box. Payments for personal purchases will be completed when your order is picked up.

Once all of this information has been added you can submit your order. A confirmation email that provides you with an order number will be sent to you if the order was successfully submitted. If you did not receive a confirmation email the order did not go through.

We will notify you via email when the order is ready for pick up or delivery.

Tracking Your Order
By clicking on “My Account/Order Status” and “Review Orders” you have the ability to choose a time period in the “Order History” drop down box to view past orders. Click on an order you would like to view or track. The status will read “Delivered” when the order is complete. You can also print out a copy of the order by clicking on the “Need a copy of the order?” link.

Order Delivery
Main Campus:
Supply deliveries are made every day with the exception of copy paper, which is delivered by the Physical Plant on Wednesdays for orders received by noon on the previous Monday.

Metropolitan Complex and AEGD:
All supply and paper deliveries are made by the Physical Plant on Wednesdays for orders received by noon on the previous Monday.

Departments located in Old Town, Shocker Studios, South Campus, and West Campus:
Deliveries are made via our supply vendor. Smaller orders may be delivered on Wednesdays by the campus Post Office.

We now accept credit cards.