**Important Announcements**

**May 12, 2015**

**Year-End Deadlines**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>June 5, 2015, 4:00 pm</td>
<td>Final Date for placing special orders.</td>
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<tr>
<td>June 8, 2015, 12:00 pm</td>
<td>Deadline to place paper orders for delivery.</td>
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<td>June 10, 2015</td>
<td>Final paper delivery for the fiscal year.</td>
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<tr>
<td>June 15, 2015, 4:00 pm</td>
<td>Final day for FY 2015 charges at Supply Services and Duplication Station.</td>
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<tr>
<td>June 16, 2015, 8:00 am</td>
<td>Duplication Station begins FY 2016 business.</td>
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<tr>
<td>June 16 and 17, 2015</td>
<td>Supply Services closed for inventory.</td>
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<tr>
<td>June 16 and 17, 2015</td>
<td>No supply deliveries.</td>
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<tr>
<td>June 18, 2015, 8:00 am</td>
<td>Supply Services begins FY 2016 business.</td>
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**December 2, 2014**

**Special Order Tips**

As many of you are aware OfficeMax has merged with Office Depot. However, this merge does not affect the WSU community in any way. Please continue to use the officemaxworkplace.com or the order.staplesadvantage.com sites to collect your special order information.

As of January 1, 2015 we will no longer use the paper catalogs from Officemax or Staples. By using the online catalogs you can see an estimated delivery date, if the item is available or on limited availability and much more helpful information.

**To log into OfficeMax:**
- [officemaxworkplace.com](http://officemaxworkplace.com)
- Log on id: wsudemo
- Password: Wichita1 (case sensitive)

**To log into Staples:**
- To log into Staples please send an email request to supplies@wichita.edu. Include your WSU email and we will get that set up.

If you have any questions please contact Central Services Supply @ 3545
August 14, 2014

Special Order Deliveries

In order to get your special order items to you in a timely manner, we depend on OfficeMax and Staples to deliver the next morning so that we can process the orders and still get them to you that day. OfficeMax has been prompt with their delivery every morning, but recent problems with Staples have caused their deliveries to be delayed until late in the afternoon and occasionally not at all. These late deliveries do not allow us the time to process the orders before the end of the day resulting in two day service to you instead of next day.

You still have the option of using both OfficeMax and Staples for your special orders, but we want you to be aware that your items may be received faster if ordered from OfficeMax rather than Staples. It is important to remember that we do not guarantee next day service, but with the cooperation of OfficeMax and Staples we make every attempt to get your items to you quickly.

August 4, 2014

Printer Cartridge Updates

Did you know that you can save your department a lot of money by using remanufactured and compatible ink and toner cartridges instead of purchasing new name brand cartridges? There is a significant savings when you order remanufactured or compatible cartridges made by Cartridge King – and their products are 100% guaranteed!

**Lowest cost** – Remanufactured cartridges are made using recycled parts.

**Mid-range cost** – Gold Crown cartridges are compatible with the manufacturer’s original cartridges and are made with all new parts except for the cartridge shell which is the only used part in the cartridge.

**Highest cost** – Manufacturer’s brand name cartridges such as HP are made with all new parts.

To see the cost differences and find out if remanufactured or Gold Crown cartridges are available for your printer, go to our shopping cart website [centralservices.com](http://centralservices.com). In the search box type the cartridge number you need (if you don’t know the cartridge number you can type in the printer model number instead). The results will show the new cartridges available for your printer, the remanufactured cartridges (if available) and the Gold Crown compatibles (if available). If you have questions or need help please contact [supplies@wichita.edu](mailto:supplies@wichita.edu) or call extension 3545.

Special Order Catalog Updates
In an effort to become a little more “green” and to provide you with the most up to date information when you are shopping for your special orders, we are doing away with printed catalogs from OfficeMax and Staples. The catalogs are usually made during the summer, but by the time they are available to us a lot of the information has changed and items have been discontinued. The best way to get the most up to date information is online at the following websites:

Username: wsudemo
Password: Wichita1

Staples - [https://www.staplesadvantage.com/shop/sahome?storeId=10101](https://www.staplesadvantage.com/shop/sahome?storeId=10101)

If you have not already been set up with a username and password, contact us and we will take care of it asap. If you already have been assigned a username and password, then please continue to use it.

**IMPORTANT – do not attempt to place an order at these websites as they are “browse only” sites that will not accept your order. Use these sites to find the information you need and then place the order through the Central Services shopping cart.**

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**September 18, 2013**

There’s an easy way to return your used toner and ink cartridges!

- No need to wait in line at the supply window just to return your cartridges. Look for the big blue recycling container on the left side of the window and you can leave your cartridges in the bin without waiting to give them to one of us.

- An even easier way to return your used cartridges is to send an email to supplies@wichita.edu and let us know your building and room number. We will be happy to schedule our student to come to your office and pick them up.

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**July 17, 2013**

Can’t find what you are looking for at the OfficeMax website?

- We now have an alternative: Staples Advantage. Unlike the Eway and OfficeMax sites you will need to register in order to access the Staples Advantage website. If you would like to be registered, please send an email to supplies@wichita.edu with your name and email address. We will get you set up and you will receive an email from Staples with log-on instructions. We hope the addition of Staples Advantage will help you find exactly what you need. The ordering process has not changed; you will still use our
shopping cart to place your orders. As always, please contact us if you need a price quote, we are happy to help.