

DATE: October 12, 2016

TO: All Office Supply Bureau Customers

FROM: Bo Botelho, Administrator
DAS Materiel Division

SUBJECT: Office Supply Bureau: Process Streamline

Good News! Agencies are now able to order their paper, paper supplies and records boxes/lids directly rather than placing orders through Office Supply Bureau. This will enable agencies to receive their orders quickly and efficiently. Agencies may begin this process immediately. **Effective October 18, 2016**, Office Supply Bureau will no longer be processing supply orders and will be closing its physical warehouse located in the Nebraska State Office Building in Lincoln Nebraska.

Cross-Reference List

A cross-reference list of items previously warehoused by Office Supply Bureau is attached, with contract/item numbers and ordering information. For small orders (less than 5 cases of paper) or for smaller agencies, it may be more cost effective to order these items from Office Depot. Office Depot options are included in the cross-reference list.

Contracts

Contracts are available on the State Purchasing Bureau website for viewing purposes. Purchase orders (OG) must be generated from the appropriate contract in the Payroll and Financial System (E1) and e-mailed to the appropriate contractor. For questions regarding the contracts or creating a purchase order contact Annette Walton at Annette.Walton@nebraska.gov or 402-471-8889.

Office Depot Access

If access for Office Depot on-line ordering is needed, the Office Depot Account Application is found by clicking [here](#). E-mail completed forms to: as.materiel/purchasing@nebraska.gov. The Office Depot Smart Guide for Users, to assist you in the ordering process can be viewed by clicking [here](#).

Interoffice Materials and Message Pads

Interoffice envelopes, interoffice insert cards, and "While You Were Out" Message Pads will be available through Copy Services; please order by using the Copy Services Requisition form found on the Printing Services website or by clicking [here](#). All orders for Governor's letterhead and Governor's envelopes should be placed with the Print Shop through a Print Requisition.

Current Stock Available

Office Supply Bureau currently has the following in stock available:

Envelope, Interoffice, #11 – 2000 envelopes

Envelope, Interoffice, 10 X 13 – 2000 envelopes

Envelope, Interoffice, 12 X 15 ½ - 6271 envelopes

Box, File, Storage, Lid, 16.5 X 13 X 2 – 100 lids

Box, File, Storage, 15 X 12.5 X 10.5 – 100 boxes

While You Were Out Message Pads – 870 pads

Labels, Inventory, Gold Foil "State of Nebraska" – 221 labels

If agencies are interested in purchasing any of these items, please submit an Office Supply Bureau Requisition to: as.materielofficesupplybureau@nebraska.gov. Supply is limited to stock on hand.

Any questions should be directed to Kate Severin at 402-471-4367. Thank you.