



DATE: April 26, 2011

TO: Vice Presidents, Deans, and Department Heads

FROM: William M. (Mike) Sherman, Senior Vice President and Provost / COO
David J. Cummins, Vice President fo

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Furniture purchases shall be reviewed by the Department of Purchasing in

Cost Per Copy Services will be provided through Lake Business Products.

The University conducted a sourcing process to select a supplier that would provide a more streamlined and consolidated printing environment on campus. This program began on January 11, 2010 with the support of the Vice President of Information Technology Services and our Chief Financial Officer. The intent remains for all networked printers to be on the Cost per Copy Program and to reduce the overall number of desktop printers (currently the most expensive printing option). In the near future, departments will be contacted and evaluated to develop an approach that right-sizes each department's printing devices. If you wish to schedule an appointment with the Copier Management Team, you may do so at ext. 7427 or e-mail dpastor@uakron.edu.

Guy Brown Express is to be used to purchase all office supplies.

The University of Akron purchases a substantial amount of office supplies, paper, and toner/ink cartridges on an annual basis. Our office supply program with Guy Brown Express resulted from a competitive bid process run by the Inter-University Council. Guy Brown Express offers excellent pricing, timely delivery, and responsiveness to departmental needs. Office supplies are