



The \$ource

Procurement Hints and Highlights

StaplesTM Edition



Staples Advantage and MTSU Partnership
We cover your ENTIRE campus



Staples awarded contracts



Office Supply Catalog Solutions
Sourcewell Contract #012320-SCC

Janitorial Supplies and Related Custodial Equipment
Sourcewell Contract #101320-SCC

Furniture Solutions with Related Accessories and Services
Sourcewell Contract #121919-SCC

Top 10 items purchased from Staples in the past year

SKUNUMBER	ITEMDESCRIPTION
637820	EXPO 2 DRY ERASE MARKERS-BLACK
617449	BINDER VIEW 1 WE
487917	GRTRN CERT HLDR 95X12 BLUE 6
120741	EXPO DRY ERASE CLEANER
589825	EXPO 2 DRY ERASE MARKERS-BLUE
634797	DRY ERASE ERASER
153874	INSERTABLE DIVIDERS 8TAB CLEAR
462762	WORKSAVER 8 TAB CLEAR
464050	BATTERY ALKALINE AA 36PK
490882	STAPLES WHITE COVER STOCK

- ### Tips for Making Purchases with Staples
- To place your Staples order, go to MTSource and click the Staples punch-out. This will take you to the Staples shopping page.
 - Minimum order is \$35
 - Place your order by 2pm and stock items should be delivered to your desktop the next day!
 - If you need to return an item or received a damaged item, please have your MTSU Purchase Order number and your Staples Order Confirmation number and call the Staples Customer Service number at (877) 826-7755. PLEASE KEEP ALL ORIGINAL PACKAGING (especially for any furniture)! If you receive a damaged item, you will need to enter a new order for the replacement. All returns must adhere to the 14-day return policy by Staples.

[Click here for MTSource - Staples Receipts and Returns Tip Sheet](#)