

STEPS FOR ORDERING: FRS #1-11520

For Paper and Exam Books

Use the General Stores order form provided in the front of this book.
Add Exam books if needed (they come in Boxes of 1,000)

For Letterhead, University Envelopes, and University Labels

Goto: www.cars.umd.edu and login.

Select Order Forms

Select Printing Services Request

Type in information – No need to include Req. #:

Select Letterhead, Envelopes, or other

- For **Letterhead** select Full sheet Letterhead in quantity's of 1,500 (you can include previous job number if available, last order sheet should be under the last piece of letterhead in the drawer)

- For **Envelopes** order same quantity of 1,500 (you can include previous job number if available, last order sheet should be under the last box of envelopes in the drawer)

- For **Labels**, 4 per page – 500 sheets in the comment section (you can include previous job number if available, last order sheet should be under the last box of envelopes in the drawer)

Review Printing Order

Print out the "Printing Order Submitted" form for department accountant.

Email confirmation should come almost immediately, if you do not receive

Call 5-9500. You may have to resubmit.

For Office Supplies

Using the "Instructions for Ordering" list, go to cabinets and check your supply List weekly. Not all items are on this list but this list you should pay most attention to because it includes the items used most frequently and the items that people scream about when they run out the most.

Go to: www.officemaxsolutions.com

Login: GVPTOFFICESupp

Password: cissyrules1 (all lower case)

Complete and submit the order online.

For Fed Ex supplies

Call Fed Ex.

Printers – (make sure we always have 4 toner cartridges in stock for HP4000)

Office Printer – HP4000, product code: S1140127A

Harrison Printer – 2100 series, 96A Hewlett Packard – C4096A (order the officemax version, # OM98881- it's cheaper)

Freeman Printer – HP Laserjet 4100N

Grad Lab/Grad Student Printer- HP Laserjet 4250

To Order Toner for Copy Machine

Call the number on the machine, with the copy machine ID ready (it's on the machine). Tell them how many toners you wish to order.

Other

DO NOT order Sony floppy disks: Make sure we always have 4 toner cartridges in stock for the copy machines.