February 8, 2010

To: All Departments

From: Judy Voss, Associate Director for Purchasing

RE: Hewlett-Packard and Dell Toner Cartridges now available from Staples

Hewlett-Packard and Dell toner cartridges have been added to the University’s existing Staples contract. This will provide convenience when ordering other office supplies and will result in an over-all savings to the University.

This addition to the Staples contract also includes remanufactured toner cartridges which offer even greater savings. The Staples Sustainable Earth Remanufactured toner cartridges are engineered to the highest-quality national brand specifications, are quality tested, and recyclable.

You may begin ordering toner through Staples on Monday, February 15, 2010. Within the next few days, you will receive more details directly from Staples regarding this addition to our contract.

If you have any questions, please contact me or Debbie Thrasher, Senior Buyer, at 8-3954, dthrasher@fa.ua.edu.