



RNDC OFFICE SUPPLIES PURCHASING POLICY: EFFECTIVE FEBRUARY 1, 2023

GENERAL POLICY STATEMENT

This policy governs the purchase of general office supplies and applies to all RNDC associates. This is an evolving policy that will be updated as needed.

REASON FOR POLICY/PURPOSE

This document provides information and guidelines for Procurement of office supplies through RNDC preferred vendors. This ensures that associates have a clear and consistent understanding of the policy and that office supplies are procured in a consistent, cost effective, and efficient manner to meet business needs.

POLICY

RNDC has selected a preferred vendor based on leveraging spend across our business, increased customer service levels and savings over current costs. Preferred vendors for office supplies are located on the Indirect Procurement page under Preferred vendors in RNDC's intranet SpeakEasy. All office supplies shall be purchased through the preferred vendor and done through the vendor portal, as this is the current approved RNDC method for procuring office supplies. Approval workflows have been built in the vendor portals that flag or prohibit products to control Indirect Procurement costs.

Items available represent items negotiated on contract, and in most instances, are the lowest price available for the item across the marketplace. If an item is flagged, it may not comply with RNDC organization buying policies and will route to the administrator for review.

If expenses incur for procurement of office supplies through other mechanisms, including individuals using personal funds other than using the preferred vendor portal, exceptions may be made on a case-by-case basis. Please note all office supplies/furniture related purchases must be arranged through Indirect Procurement.

Purchases made by individuals using personal debit/credit cards will not be reimbursed unless approved by the VP of Procurement.

PROCEDURES

To purchase general office supplies, the authorized personnel for each department should submit orders through the vendor portal. Any remote or work from home associate requiring office supplies, should order through the authorized personnel for their department and either pick up at their RNDC office or nearest ODP location. Any associate who does not have access should consult with their departments designated purchaser for office supplies or contact Indirect Procurement directly at officesupplies@rndc-usa.com for vendor portal log on credentials.



DEFINITIONS DEPARTMENTAL AUTHORIZED PERSONNEL

Duly designated administrative staff who are accountable for the department's financial activities.

OFFICE SUPPLIES – as used in this Policy, include (not all inclusive):

- General desk supplies
- Notebooks, binders, folders, and labels
- Planners
- Calendars
- Dry Erase Boards
- Writing Utensils (pens, pencils, highlighters, etc.)
- Packaging and Mail Supplies

OFFICE SUPPLIES – do **NOT** include (not all inclusive):

- IT telecommunications, computers, toner *
- IT related (keyboard, mice, cell phone cases) *
- Office Machines, Multi-Function Devices, and Printers
- Printing services (logo paper supplies)
- Office Furniture – contact Indirect Procurement
- Vending – contact Indirect Procurement

***Reference IT Equipment & Software Policy**

PRINTING SERVICES

Printing services is a RNDC 3rd party preferred provider. They offer an online shopping cart which features business cards and stationery items. Please contact Indirect Procurement for further information.

CATEGORY MANAGER/PROCUREMENT SPECIALIST

A designated associate within RNDC's Indirect Department.

- Maintains a list of approved/preferred vendors – available on SpeakEasy
- Negotiates pricing & terms with preferred vendors
- Provides support for overall program management

TRAINING

Office supply training is recommended for all associates and will be provided regularly for new associate users and for existing associates who are transitioning into a new role requiring vendor portal access.