

Authorized Office Supply Vendors/Supplier Diversity

Supplier Diversity is a business program that encourages the use of ethnic minority-owned, women-owned, veteran-owned, LGBT-owned, and historically underutilized business. Cleveland State University (CSU) is a diverse campus in terms of the student and employee populations that is doing business in a diverse region. By seeking to have our supplier base reflect our customers, employees and regional population, we establish ourselves as a community institution that is inclusive in its business practices. This allows us to put money back into communities from which we are seeking customers, potentially realize gains in pricing and innovation by introducing new suppliers, and create a potential competitive advantage in diverse communities. We earn the right to say, "Buy from us because we buy from you!"

CSU is committed to increase our Minority Business Enterprise (MBE) spend in accordance with our Purchasing Policy and the Supplier Diversity Initiative. To support this commitment, the Administration requires that **effective January 15, 2015, any office supply purchases must be made through the IUC office supply contract with one of three vendors: Boone Enterprises, GBEX, or Integrated Business Supplies.** Each of these vendors is a certified MBE/EDGE vendor with the State of Ohio, and provides a vast selection of merchandise and superior customer service to satisfy your office supply needs.

The purchasing protocol has not changed, just the allowable vendors. This includes purchases via small order form, requisition, or PCard. If any office supply purchase is made with any other vendor, a warning will be sent to the buyer with a reminder of the mandate. If there is any further outlier purchasing, the person who made the purchase will be held personally liable and/or may have their purchasing authority revoked as stated in the Purchasing Policy:

"The Purchasing Department is responsible for approving all quotations selecting suppliers, and placing all purchase orders for any division, department, or office of the University. The Purchasing Department has delegated authority to the Law Library and Main Library to directly purchase books and periodicals only (up to the current bid limit amounts), and to departments to make purchases utilizing the Small Order Form (SOF). Failure to follow University purchasing policies and procedures may result in revocation of this delegated authority. The Purchasing Department will also verify availability of funds from the Controller's Office for any purchase prior to issuance. To avoid delays, please ensure that sufficient funds are available for the purchase before submitting the requisitions."

3344-65-02 Unauthorized Purchases

No CSU employee outside of purchasing has the authority to enter into purchase contracts, or in any way to obligate Cleveland State University for procurement indebtedness unless specifically authorized to do so by the Board of Trustees either by general policy or specific resolution. Any such negotiations are considered an unauthorized purchase and the individual could be personally liable for the purchase in accordance with Section 3.12 of the Ohio Revised Code."

Please contact Purchasing at 687-3600 if there are any questions, or if further information is needed. Thank you in advance for your cooperation in this important initiative.

Vendor	Telephone	Website	Username	Password
Boone Enterprises LLC	216 921-2337	www.booneenterprises.org	CSU2012	VIKINGS95
GBEX	855 372-4239	www.gbexllc.com	To receive a username and password, email victoria.memillan@officedepot.com . Please provide your name, building physical address, and room number.	
Integrated Business Supply	440 498-3888	www.askibs.com		