

Office Supplies – Item Categories

This document is intended to serve as a resource to assist agency personnel who may have questions about what can and cannot be purchased through the Office Supplies QPA. This list is *not* exhaustive, but intended to provide a number of examples for guidance. If you have any questions about the appropriateness of purchasing an item through the Office Supplies QPA, please contact Kelsie Baire at KBaire1@idoa.in.gov.

Awarded Categories

Adhesives
Badge
Batteries
Binders
Binding Supplies
Bookend
Calculator
Cash Handling
Chalk
Cleaning Supplies
Clipboard
Clips
Computer-related Supplies
Copy Paper
Correction Supplies
Desk/Office Accessories
Dry Erase Supplies
Easel Pad, Envelope
Eraser
Folder
Index Card
Key Tag
Labels
Label Tape
Laminating Supplies
Liftoff Tape
Machine/Printing Roll
Magnet
Mailer
Marker

Moistener
Paper Products/Notebooks
Pen
Pencil
Supplies
Photo Supplies
Presentation Supplies
Punch
Push Pin
Redi-Tag
Report Cover
Ribbons
Rubber Bands
Rubber Finger
Ruler
Scissor
Self-Stick Notes
Sheet Protectors
Shredder/Supplies
Stamp/Supplies
Staplers/Supplies
Storage Boxes
Tack Board
Tape
Toner – Original Equipment Manufacturer
Toner – Functional Equivalent
Toner – Remanufactured
Tray
Trimmer
Wastebasket

Common Items Not Available through Office Supplies QPA

Below is a list of items not within the scope of the office supplies QPA and, if applicable, a corresponding QPA that does offer this type of item. Again, the list is not exhaustive.

Item Examples	QPA
Desktop Printers	SHI QPA#54976
Multifunctional Devices	Toshiba QPA# 58883
Cameras	SHI QPA#54976
Televisions	SHI QPA#54976
Projectors	SHI QPA#54976
Flash Drives	SHI QPA#54976
Hard Drives / Memory-Storage Devices	SHI QPA#54976
Presenter/Remote	SHI QPA#54976
Scales	Fastenal QPA# 13090
Flashlights	Fastenal QPA# 13090
Hand Sanitizer, Facial Tissue, Paper Towels, Wipes, etc.	Fastenal Janitorial QPA# 13092
Food and Beverages	Not available through Office Depot. See circular: http://www.in.gov/sba/files/fmc_2007-2.pdf
Headsets	Contact Voice Coordinator
Calendars/Planners	Not available for purchase without written permission of contract manager.
Computer Software	Contact IOT
Telecommunications Equipment	Contact Voice Coordinator

Notes on a few specific items:

Calendars

Purchases of calendars, planners and calendar type items have been restricted in the office supplies catalog since 2010. When justified, limited exceptions can be granted for specific needs such as field employees who cannot access a State provided calendar (such as Outlook). If a State employee elects to utilize a calendar other than the provided Microsoft Office Calendar and does have access to it, the employee shall elect to fulfill that purchase personally.

If requesting an exception, please send answers to the following questions to the contract manager of the Office Supplies QPA:

- Does the employee have access to MS Outlook? If not, please explain. If yes, please explain why it cannot meet the employee's needs.
- If more than one calendar is being requested, how many will be requested?
- If calendar is for a group of employees, has a shared group calendar option in MS Outlook been utilized?
- What type of calendar would be requested for purchase? (Please include item number).
- Has an exception been granted in the past from IDOA? (Please submit documentation if so).

Label Makers/Printers

If the label maker is intended to create standard address or file labels, please be sure to investigate the possibility of utilizing printable label sheets. Please note that there are specific labels designed for high-speed copiers/multifunctional devices that can be purchased through the office supplies QPA.

Flash Drives

Please review the IOT Security policy related to USB devices at the following website:

<http://www.in.gov/iot/2524.htm>.

Purchases cannot be made through the office supplies vendor without the approval of an exception request through IOT.

- Exception standards can be found here: http://in.gov/iot/files/00.5_Exceptions.pdf
- Exception Form can be found here:
http://in.gov/iot/files/Policy_Standard_Exception%20Form.docx

Food/Beverages

Food and beverages are not considered to be office supplies, thus they should not be purchased through the office supplies QPA.

Please see the following Financial Management Circular for more details of the statewide policy on refreshments and beverages: http://www.in.gov/sba/files/fmc_2007-2.pdf.