

FLORIDA STATE UNIVERSITY

BUYER'S GUIDE

TO



ON-CAMPUS SUPPLIERS

Goods or Services: Copying and digital printing to include stationery orders (business cards, letterhead and envelopes).	On-Campus Provider The UPS Store Vendor ID #0000022265
Contractor: The UPS Store is a contracted provider through Business Services	Contact to Obtain Price Quotes Steve Valentine (see contact info below)
Campus Address: Oglesby Union	On-line Ordering Available? No
Contact Name: Steve Valentine	Phone: (850) 561-9180
Alternate Contact:	Phone:
Accepts Visa? Yes (preferred method) For Digital Print jobs up to \$4,000	Fax:
E-Mail: Store6133@theupsstore.com	Contractor Website: UPS Store

When utilizing the on-campus UPS Store up to \$4000

- Use P-card up to \$4000 (highest default limit on the p-card) and/or up to the spend level on the individual cardholder's p-card (**Recommended first way to purchase**). (I.e. Cardholder with a limit of \$2500 can only purchase a job up to that amount).
- Cardholders must provide their p-card information to the staff at the on-campus USP Store at the time the order is submitted.
- Should a department wish to obtain a quote from the campus UPS Store, you may contact The UPS Store directly at (850) 561-9180, email at store6133@theupsstore.com or visit the store located in the Oglesby Union.
- Printing customers at The UPS Store can expect rates comparable to those of other local print vendors and the store commits to offering fast, friendly and professional services. In addition, The UPS Store provides a variety of services to include banners, yard signs, mounting, wide-format laminating and business cards.
- For further information on any of the printing services available at The UPS Store, contact store manager Steve Valentine at (850) 561-9180, email: store6133@theupsstore.com or visit www.fsups.net.

When requesting off campus printing or the on-campus UPS Store printing over \$4000

- Enter OMNI Requisition and submit printing specifications for review to Purchasing Services. Specifications should be sent to Edward Acoff in Purchasing Services. Printing requisitions will be reviewed to determine if competitive pricing is required.
- Anyone with questions regarding printing may contact Edward Acoff, Purchasing Specialist at 850-645-8207 or eacoff@admin.fsu.edu.

P-Card Spending Limits

- For assistance in raising the card limit to \$4000 as needed, the cardholder must provide approval from their respective Dean, Director, or Department Head by emailing nmilburn@fsu.edu, tkling@admin.fsu.edu and/or pwsullivan@admin.fsu.edu in Purchasing Services or if you have further questions you may call to speak with a P-card staff member at 850-644-6850.

Notes

When submitting a requisition to Purchasing Services make sure to include complete specifications so the Purchasing Specialist, Edward Acoff, will be able to issue a request for competitive pricing.