

LLE INST 4600B
24 February 2006

LLE INSTRUCTION 4600B

SUBJECT: OFFICE SUPPLIES

REFERENCE: a. OMB Circular No. A-21

ENCLOSURES: (1) Standard Stock Off-the-Shelf Office Supplies

- 1. Purpose:** To standardize the procedures for purchasing, stocking, and issuing office supplies.
- 2. Background:** Historically, the stock of administrative office supplies has been accessible to all laboratory personnel. However, the procedures to control issue and determine stock items and levels were not formalized, resulting in inefficiencies.
- 3. Discussion:** Reference (a) establishes the principles for determining sponsored research costs at educational institutions. These procedures include criteria for determining allowable and unallowable costs and define direct (ledger 5) and indirect (ledger 2) costs. Allowed office supplies include such standard administrative supplies as pens, paper, paper fasteners, etc., that are used by personnel directly involved in or indirectly in support of sponsored research. Use of office supplies not 100% attributed to direct support of sponsored research are allowed indirect charges, while office supplies used solely for sponsored research are allowed direct charges. For example, the paper used by a laser printer that is routinely used to print administrative information as well as research information should be charged as an indirect cost, while paper used by a computer printer dedicated to research should be direct charged.

The distinction between direct versus indirect charging of supplies is important not only from the standpoint of allowance of the charge but also from a budgetary point of view. While the ledger 2 budget is sufficient to support the purchase of legitimate office supplies, it is not sufficient to fund office supplies used solely for research. Accordingly, it is important to ensure that supplies are appropriately direct or indirect charged. If the office supply is used wholly or partially for administrative purposes, it should be indirect charged, i.e., it may be taken from the stock shelves or ordered using the ledger 2 account. If the office supply is used wholly for sponsored research, it should be direct charged and not be taken from the stock shelves, or if it is, a replacement should be ordered using a ledger 5 account.

Office supplies should only be used for official business and only by administrative personnel or personnel supported by full overhead-bearing, ledger 5 sponsored research

grants. Personnel who are supported primarily from non-overhead-bearing research grants (e.g., ledger 6 and some ledger 5's) should direct charge all supplies and not use stock funded through indirect cost recovery. Similarly, students should not use off-the-shelf office supply stock for their course work.

4. Procedures:

- a. Stocking of supplies: The Purchasing Manager will stock office supplies listed on enclosure (1). The supplies will be available from 5118 in unlocked cabinets on a self-serve basis. The supplies will be inventoried monthly and reordered as necessary to maintain adequate inventory.
- b. Use of supplies: The office supplies are available on a self-serve basis during normal working hours. The use of these supplies is subject to the following restrictions:
 - (1) Office supplies used solely for sponsored research, e.g., computer paper, drawing paper, etc., shall not be drawn from off-the-shelf supplies stocked in room 5118. Rather they should be direct ordered and direct charged.
 - (2) Office supplies are for the use of administrative personnel and other personnel supported by full overhead-bearing ledger 5 sponsored research grants only.
 - (3) Office supplies shall not be used for personal business, student course work, or activities funded by sponsored research grants not bearing full overhead, e.g., all ledger 6 grants and some ledger 5 grants.
 - (4) To minimize the cumulative inventory of office supplies within the laboratory, point-of-use inventories should be restricted to a maximum of a one-month supply of frequently used items.
- c. Return of reusable supplies: To minimize expenses, all personnel are encouraged to recycle reusable supplies, such as bulldog clips, staplers, tape dispensers, etc., that are no longer required.

5. Responsibilities:

- a. All personnel
 - (1) Use stocked off-the-shelf office supplies subject to the restrictions of paragraph 4b; e.g.:
 - (a) No personal use
 - (b) No use for course work
 - (c) No use if the supply is used solely for sponsored research; if used solely for sponsored research it must be direct charged to ledger 5.

- (d) No point-of-use inventories greater than one month.
- (2) Recycle reusable office supplies no longer required.
- b. Purchasing Manager:
 - (1) Inventory stock office supplies monthly and maintain adequate inventories.
 - (2) Monitor issue and ordering of office supplies to ensure personnel are complying with the use restrictions of paragraph 4b.
- c. Purchasing Clerks:
 - (1) Ensure that only allowed office supplies are ordered and that they are appropriately direct or indirect charged. Only office supplies that are used solely for sponsored research are to be charged to ledger 5; all others should be charged to ledger 2. Ledger 2 should only be used to order supplies for Administrative Division personnel, clerical personnel supporting ledger 5 sponsored research, and other personnel performing sponsored ledger 5 research bearing full overhead.

6. Approval:

John M. Schoen

Robert L. McCrory

Standard Stock Off-the-Shelf Office Supplies

<u>Description</u>	<u>Low Limit</u>	<u>High Limit</u>	<u>Stock No. (U of I)</u>	<u>Inventory/ Order Qty.</u>
Binder, 1" blue vinyl, 8 1/2 x 11	6	24	32125 (EA)	_____
Binder, 2" blue vinyl, 8 1/2 x 11	3	12	35325 (EA)	_____
Calendar, pad	1	4	E717-50 (EA)	_____
Calendar, base	0	2	E17-19 (EA)	_____
Cards, index, plain, white, 3 x 5	2	6	29351-ST (C)	_____
Cards, index, ruled, white, 3 x 5	2	6	29350-ST (C)	_____
Cards, index, plain, white, 4 x 6	2	6	40-ST-PLAIN 29461-ST (C)	_____
Cards, index, plain, ruled, 4 x 6	2	6	41-ST-PLAIN 29460-ST (C)	_____
Clips, jumbo, 100/BX	3	12	12210 (C)	_____
Clips, bulldog #1	2	6	2001 (DZ)	_____
Clips, bulldog #2	2	6	2002 (DZ)	_____
Correction Fluid, white for copies	6	24710-01 (EA)		_____
Envelopes, blue #10	1	2	UR-10-Blue (BX)	_____
Envelopes, # 6 3/4	1	2	UR-634-Blue (BX)	_____
Envelopes, clasp 7 1/2 x 10.5	1	2	64175 (C)	_____
Envelopes, clasp 9 x 12	1	2	64190 (C)	_____
Envelopes, clasp 10 x 13	1	2	64197 (C)	_____
Folder, hanging, 1/5 letter	3	12	24305 (Bx)	_____
Folder, letter, 1/3 Tab	3	12	24103 (C)	_____
Frame, hanging, letter	1	6	12300 (EA)	_____
Liquid Paper, white pen & ink	6	24	71200 (EA)	_____
Marker, hi-lite, yellow	12	36	63001 (EA)	_____
Marker, razor point, black	12	72	9803 (EA)	_____
Message Pad, telephone	1	2	71100 (DZ)	_____
Notebook, side open 8 7/8 x 11	6	24	25-038 (EA)	_____
Order Forms	6	24	JG-1 (EA)	_____

Order Forms	6	24	JG-2 (EA)	_____
Pad, shorthand	1	2	06060 (DZ)	_____
Pad, plain 3 x 5	1	2	49335 (DZ)	_____
Pad, plain 4 x 6	1	4	49346 (DZ)	_____
Paper, white, lined 8 1/2 x 11	3	12	49138 (DZ)	_____
Paper, canary, lined 8 1/2 x 11	3	12	49139 (DZ)	_____
Pen, fine, black	12	72	31013 (EA)	_____
Pen, fine, blue	12	72	31015 (EA)	_____
Pen, fine, red	12	72	31014 (EA)	_____
Pen, medium, black	12	72	31009 (EA)	_____
Pen, medium, blue	12	72	31011 (EA)	_____
Pen, medium, red	12	72	31010 (EA)	_____
Pencil #2	2	6	10080 (DZ)	_____
Pencil #2 1/2	2	6	10081 (DZ)	_____
Pencil #3	2	6	10082 (DZ)	_____
Pencil, red	0	1	20005 (DZ)	_____
Post-it-notes, 1 1/2 x 2, 12/PK	3	12	653-YW (PK)	_____
Post-it-notes, 3 x 3	6	24	653-YW (PD)	_____
Post-it-notes, 3 x 5	6	24	653-YW (PD)	_____
Rubber Bands, assorted # 54	1	2	58154 (EA)	_____
Rubber Cement, 4 oz	3	12	08-450 (EA)	_____
Ruler, 12"	3	12	R501-12 (EA)	_____
Scissors, black handle, 8"	3	12	STA-8 (EA)	_____
Staple Remover	2	6	SR-A (EA)	_____
Stapler	1	2	72300 (EA)	_____
Staples, standard	3	12	72100 (BX)	_____
Tape, magic mending 3/4"	3	12	6200-34-1296 (EA)	_____
Tape, masking 1"	3	12	2600-1x60 YD (EA)	_____
Tape dispenser	1	4	C-38-BK (EA)	_____
Tacks, thumb 7/16" head	3	12	TT-3 (C)	_____

Standard Stock Limited Use Office Supplies

<u>Description</u>	<u>Low Limit</u>	<u>High Limit</u>	<u>Stock No. (U of I)</u>	<u>Inventory/ Order Qty.</u>
Cartridge, Xerox dry ink 5065/1065	0	1	6R229	_____
Cartridge, Xerox black dry ink 5018/5028/5034	0	1	6R244	_____
Paper, copy, hammermill white 8 1/2 x 11	5	20	16200-8 (CTN)	_____
Paper, copy, hammermill white 11 x 17	1	2	16202-4 (CTN)	_____
Paper, copy, hammermill white 8 1/2 x 14	1	2	16201-6 (CTN)	_____
Paper, copy, hammermill blue 8 1/2 x 11	0	1	16205-7 (CTN)	_____
Paper, copy, hammermill canary 8 1/2 x 11	1	2	10334-1 (CTN)	_____
Paper, copy, hammermill white 8 1/2 x 11 (3-hole)	5	20	16200-8 (CTN)	_____
Paper, Fax, Xerox telecopier, 7024	0	1	7024 (BX)	_____
Paper, Fax, Xerox telecopier, 7032/7033	0	1	7032/7033 (BX)	_____
Paper, Fax, Diablo supplies, 8R03912	0	1	8R03912 (BX)	_____
Toner, HP 98A	2	6	92298A (BX)	_____
Toner, HP 95A	3	12	92295A (BX)	_____
Toner, HP 85A	3	12	92285A (BX)	_____
Toner, Canon	0	1	NPC-3	_____
Transparency film, Kodak 101 clear			802-7033	_____
Transparency film, Xerox removable stripe			3R3108	_____