

Special Supply Request Form University Libraries, University of Memphis

Guidelines & Information

- The Special Supply Request (SSR) form is to request supply items not listed on the Weekly Supply Request Form and should be completed and submitted to Max Pennington, Admin 203 or mppnnngt@memphis.edu.
- Requested items must cost less than \$500 each. For items costing more than \$500, contact Shanika Jones, Business Officer, at snjones8@memphis.edu or 678-2209.
- When looking up special supplies, always check Staples first; visit the Staples online catalog [here](#). The primary vendor for the UofM is Staples. If items are not ordered through Staples, documentation of a significant price difference must be provided and submitted for approval. If you request something from a different vendor and Staples has something similar/comparable, indicate why on the SSR form.
- When ordering through Staples, there is a \$60 minimum for orders. Your order may be delayed until it can be combined with others to surpass the \$60 minimum. The UofM gets discounts on Staples items, so the price you see is not necessarily our price; contact Max for accurate prices on the items you are considering.
- If your request is urgent, include a statement of need from your Department Coordinator/Head on the SSR form. The decision to purchase special supplies is made by Shanika; you will be notified of the decision in a timely manner. Requests may be held until funds are made available, until there are enough requests from the specific vendor to justify placing an order, or until there are enough items to obtain lower pricing.
- If the item you are requesting is on the Weekly Supply Request Form but is a specific model of the item that is not maintained in the supply room, include a statement of need from your Department Coordinator/Head on the SSR form.

Special Supply Request Form
University Libraries, University of Memphis

Department/Branch: _____ **Date:** _____

Item Name & Description (as shown in catalog) OR attach a copy of the catalog/web page.

Check one: The vendor is Staples. The vendor is NOT Staples (add vendor information below: name, address & phone)

Ordering Information:

Catalog Date or #: _____ Catalog Page: _____ OR Found online

Item #: _____ Size: _____ Color: _____ Unit (e.g. box, each, 100): _____

Quantity of units needed: _____ Price per unit: _____

Additional Costs, Estimated (e.g shipping): _____ Total estimated cost: \$ _____
(unit # x price per unit + additional costs)

Statement of Need from Department Coordinator/Head (attach additional sheet if necessary):

Signatures of Approval:

Department Head Approval: _____ Date: _____

Business Officer's Approval: _____ Date: _____