

SUPPLIES

Off-Campus

Alabama Cooperative Extension System supplies that are available for off-campus locations should be ordered through Extension Communications on form EMS-11-C, Supply Order Form.

Supplies for Xerox copiers are ordered from a Xerox Representative located on campus. On the 11st of each month an e-mail message is sent out to the mail managers requesting a meter reading for each copier. The e-mail message also requests the amount of supplies that are on hand. The supplies that are listed on the e-mail are dry ink/toner, fusers, developers, staples, copy cartridges, sump waste bottles, platten and glass cleaner, anti-static fluid and white towels. Be aware that if someone other than your representative calls requesting you to verify anything about your copier, it could be a toner phoner and the call should be reported.

Supplies not listed can be ordered directly from Xerox Corporation using individual customer number. Payment for supplies ordered directly from Xerox Corporation will come from your yearly supply allocations.

If you have any problems when using the customer number, please contact Administrative Services.

On-Campus

Alabama Cooperative Extension System supplies that are available for on-campus locations should be ordered through Extension Communications on form EMS-11-A, Supply Order Form. Supplies not available to on-campus locations may be purchased from the unit's maintenance support account through the bookstore or other supplier following Auburn University regular purchasing procedures.

Supplies for Xerox Copiers will be handled by an on-campus Xerox Representative. If you are in need of supplies, call 334-844-5320.