

State Contract #615-A

Effective 02/09/09

FORMS & SUPPLY, INC.
6410 Orr Road, Charlotte, NC 28213
www.fsioffice.com

More information about FSI and the Contract:

Account Manager:

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Customer Service:

Beth Malpass

Office (704)598-8971, Ext.252

beth.malpass@formsandsupply.com

- Go to www.fsioffice.com to request your account setup and login to be able to order online. The account name is CPCC; no account number is required. The computer department at FSI will email you a confirmation.
- Contract items are shown in BLUE, non-contract items are shown in RED.
- Be sure to enter your shipping address, building & room number.
- Deliveries to Central Campus will be made to Shipping & Receiving and delivered to you by them. Deliveries for all other campuses will be made directly to your desktop location (be specific when ordering).
- Use "Browse Catalog" for all state contract items, pricing, order status, etc.
- Email Beth Malpass for non-state contract item pricing.
- Contract and non-contract items may be combined on an order.
- Available substitutes won't pop up on the screen but call Customer Service for more information on possible substitutes/better pricing.
- Enter your P-Card number in the Comments field. When reordering, it defaults to that card number but you can change it. Use P-card, for ordering online, on phone, or for will-call pickup.
- REMEMBER TO "SUBMIT" your order when complete!
- P-Card transaction limit is \$2,500 (including sales tax).
- Do not buy any virgin papers (non-recycled). CPCC is required to use all recycled papers.
- Do not buy any furniture, chairs, file cabinets, desks, etc. Other contracts exist for these purchases; please contact your buyer or the list of contracts in #615A online.
- Consult the "Fast 50" non-contract items and pricing flyer, and the "Top 16" State Contract Reduced Pricing flyer, both updated quarterly, under "Office Supplies" at <http://www.cpcc.edu/procurement/procurement/for-buyers/for-requisitioners> .