



BULLETIN

SUBJECT: Office Depot Minimum Order Value (MOV) Program 2011-12 No. AS-36

TO: All School Sites and Departments

DATE: June 13, 2012

PREPARED BY: Daniel M. Sanchez, Purchasing Manager II **DEPARTMENT:** Purchasing Services

REVIEWED BY: Patricia A. Hagemeyer, Chief Business Officer **APPROVED:** 

The district has been notified that effective July 1, 2012, Office Depot will be implementing a service charge for orders less than \$50.

The Minimum Order Value (MOV) program will require online orders to meet a \$50 minimum prior to acceptance and approval of the order. Orders placed for less than \$50 will not be released by Office Depot's system until the minimum is met. There will be information added to the website to notify and assist you in meeting the \$50 order.

In case of an emergency, where an order needs to be placed for less than \$50, please contact the Purchasing Department who will assist you with processing your order. In cases where the minimum is not met, the following charges will apply:

Order Amount	Delivery Charge
Less than \$25	\$7.95
\$25.01 to \$49.99	\$5.95

Office Depot has implemented this requirement in order to reduce their administrative costs, add shipment efficiencies and to help save the environment.

If you have any questions or concerns, please feel free to contact Dan Sanchez at 277-6662.

PAH/DMS:glm