

MOVE AND RESTOCKING SERVICE FOR OFFICE SUPPLIES



The departments of Mathematics and Computer Science entered into a collaboration for acquiring office supplies at the beginning of 2013. At the same time, we started using the Staples restocking service that has been found useful on other campuses.

The shared storeroom of our departments is located on the second floor of Exactum, in room C234.

The office supplies have been stocked on the basis of a list made in cooperation between the two departments. The restocking service is easy to use, since Staples keeps tabs on the stores and restocks them whenever they are running low, without being asked separately.

Both departments can naturally order special supplies in addition, but they are not included in the common invoice. If necessary, the standard set of supplies can be complemented later, in collaboration between the departments. The users can also express their wishes by writing them on the order list in the storeroom.

Both departments have detailed data on their supply costs per year, and though we are definitely looking for long-term savings with this new system, we also want to make sure that the users have easy access to the things they need. The door of the storeroom has been fitted with an electronic lock that opens with the Indala HID key of the employees of both departments.

For easy access to the storeroom, for the shelves to remain in order and for the restocking service to run smoothly, please be neat when visiting the storeroom, and please do not open packages unnecessarily.

Please contact us for more details!

Kind regards,

The administrative teams at the departments

Contacts:

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