

From: [PCBO Subscription](#)
To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] Amazon Business Office Supply Shut Down
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Attachments: [ATT00001.txt](#)



Partners in Campus Business Operations

Amazon Business Office Supply Shut Down

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Sent on behalf of: Procurement & Contracts, Accounts Payable, and Sustainability

Dear PCBO Community,

The Chancellor's Office (CO) is encouraging campuses to purchase office supplies with Staples instead of Amazon Business because of the benefits to users and the campus as a whole. As a result, the CO will be shutting down office supplies in Amazon Business for all campuses. **For CSUSM, this will go into effect on October 31, 2023.**

Benefits of using Staples for office supplies:

- Sustainability and Recycling. There are auto substitutions built into Staples that we can control. Amazon Business and other office supply vendors do not meet our reporting needs, which enable us to complete the annual recycled content report.
- Staples purchases result in rebates to the CO, which the CO reinvests in system-wide software and efficiency initiatives.
- Staples Advantage has Desktop Delivery, which provides quicker deliveries and helps reduce stress on Distribution Services and reduces their deliveries across campus.

Before purchasing office supplies, please evaluate your supplies and reach out to Sustainability, who offers a variety of free office supplies!

- Use this link to request gently used supplies: [Zero Waste Customer Order Form](#)
- If you would like to donate office items no longer in use, please use this form: [Zero Waste Donation Pick Up Form](#)
- If you are interested in participating in our Plastic Film recycling program, please email sustainability@csusm.edu.

Feel free to forward this to anyone who currently purchases office supplies, and please begin encouraging your areas to purchase through Staples as soon as possible. We urge you to start with Staples before considering other office supply vendors. If you have any questions, please email procurementservices@csusm.edu.

Thank you,

Procurement & Contracts
procurementservices@csusm.edu