AE: Office Supplies Purchasing
Stakeholder Survey Notes
Updated: 2/20/2012

Overview:

- Survey distributed by email to 1,000 p-card and MDS users
- 169 responses received (90% staff and 10% faculty)
- Top responders from Med School (20%), LAS (15%), and Ag (12%)
- 66% of respondents purchase for their departments

Purchasing Factors:

- 37% of people make office supplies purchases monthly, 26% weekly, and 15% quarterly
- Most important factors when buying office supplies are price, then quality (then delivery time and product variation)

Green Topics:

- Remanufactured Toner: 35% satisfied, 45% neutral, 19% dissatisfied
- Recycled Paper: 78% satisfied, 16% neutral, 5% dissatisfied

Ordering Methods

- Minimum Orders: 72% of people would dislike a minimum order and 24% would be indifferent
- P-Cards are not often used for office supplies purchases; 32% of respondents never use the p-card, 28% use it in emergencies only (then 15% use it quarterly and 12% use it monthly)

Vendor Preference

- Amazon and Office Depot are the second most commonly used vendors for office supplies
- People mostly purchase from vendors other than Staples due to convenience (35%), selection (32%), and price (20%)
- Toner is being purchased from ~19 vendors (34% of respondents said Staples, 17% from any vendor on MDS, 8% from HP)