Central Stores will be tracking and process an expense to expense for the Central Stores orders on a weekly or bi-weekly basis.

Xerox Supplies: Supplies for your Xerox machine are stocked in the Central Stores. Please use the Special Request form to identify the supply needed and the Xerox Model Number.

Complete the Central Stores Order Form and email it to CentralStores@fairmontstate.edu

Orders will be filled and delivered daily with the mail delivery. As long as the items are in-stock, you should receive your supplies the next day.

Central Stores will be reviewing and adjusting the items available accordingly.

Quarterly: Central Stores will be reviewing all items stocked and requested and adjust the items available accordingly.

Special Requests: Complete and Submit the Central Stores Special Requests Form for items not currently stocked. We will review and assist the department with meeting their office supply needs. If approved, the items will be ordered and delivered to the department/office.

Xerox Supplies: Supplies for your Xerox machine are stocked in the Central Stores. Please use the Special Request form to identify the supply needed and the Xerox Model Number.