

Fairmont State University - Central Stores

- Phone #: (304) 367-4797 or (304)367-4110
- Email: CentralStores@fairmontstate.edu

NOTE: Suites of offices and departments shall designate one point of contact for office supplies.

- This individual shall request and maintain the office supplies for all the faculty and staff within that area. They will also be responsible for contacting and requesting supplies from the Central Stores.

- Store, retail, and delivery of commonly used office supplies for departments on campus.

- To review items, enter the Item # at either of the following webpages

- www.officedepot.com

- www.biggestbook.com

Current Stock: The Central Stores currently has several items available that came from various

- offices throughout campus. If there is something that your office needs and it is not on the list, give us a call. We may have some of those items available.

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

- 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.