



Ordering Office Supplies with a P-Card from Office Depot/Office Max

To enhance purchasing options for office supplies on our strategic contract with Office Depot/Office Max, UW has launched a new feature within WyoCloud Financial Management that will allow users to make office supply purchases with a p-card. This new site will allow p-card users to save money on office supplies with a simplified ordering and checkout process—some sample savings are listed below:

Envelopes	Ink Cartridge
Retail Rate: \$21.99	Retail Rate: \$19
UW's Rate: \$6.67	UW's Rate: \$13
Savings: \$15.32	Savings: \$6
70% Savings	32% Savings

For this new feature, the Financial Affairs team will be sharing this process during a deep dive session on:

Thursday, December 12th from 2:30 p.m. to 3:30 p.m. in Classroom Building 133.

Users are also able to access this site in advance of the deep dive following the [Purchasing from Office Depot with a P-Card](#) quick reference guide. Upon initial log in, users will need to contact Procurement Services for their username and password at (307) 766-5233 or stop by Merica Hall room 115. Please note, only users who possess a p-card will obtain login information.

Contact Information

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