

Notice

Date: January 17, 2012

To: The following leaders in the United States and Canada:
Area Seventies, Stake and District Presidents, Bishops
and Branch Presidents

From: Office of the Presiding Bishopric

Subject: Ordering Process for Office and Other Supplies

THE CHURCH OF
JESUS CHRIST
OF LATTER-DAY SAINTS

The Church has contracted with Staples, Inc., to provide office supplies (such as toner and paper), janitorial supplies, athletic supplies (such as balls and uniforms), camping equipment, banquet supplies, and other supplies to all Church entities.

You may access Church contract pricing with Staples through any of the following methods:

- www.eway.com. Before accessing this site, set up a user identity by contacting Teresa Gentry by e-mail at teresa.gentry@staples.com or by phone at 1-801-244-4390.
- Online Store at store.lds.org. Click on **Administrative Materials** in the lower right corner of the page and sign in with your LDS account.
- Call Staples customer service at 1-877-295-0003.

When ordering toner cartridges, please observe the following guidelines:

- For all copiers in warranty, order only OEM (original equipment manufacturer) cartridges. Do not use remanufactured toner or cartridges.
- Where possible, order high-yield toner. The initial cost is more, but the cost per page is less.

The printed version of the Purchasing Reference Guide will no longer be available. Please use the Staples contract as explained above instead.

This notice is being distributed in English only in the United States and Canada. If leaders need it in other languages, they may contact the member of the Presidency of the Seventy who supervises the area. Area leaders can forward requests to Church headquarters (1-800-453-3860, ext. 2-2933). 10250