



May 2, 2005

Memorandum

To: Deans, Directors and Department Heads

From: Tom Kaloupek, Director of Materials Management

Subj: Discounted pricing for office supplies

Please pass this information to fiscal personnel and holders of the Amex Small Purchase Charge Card (P-card) within your organization.

Our contract office supply company, Boise Cascade, has recently merged with Office Max. They have advised us that they are now prepared to extend discounted contract pricing to our P-card holders at their Office Max retail outlets. There is an Office Max retail store located in Christiansburg at the Marketplace, but all store locations will recognize the discount.

The process to enable receiving discounted pricing at Office Max retail outlets is for Virginia Tech P-card holders to go to the Christiansburg Office Max customer service counter and obtain a bar code that will be affixed to the back of the P-card. They will be asked for basic account information such as name, department, business phone and mail code.

We expect this added service will provide a significant level of cost savings and also make it more convenient for employees to obtain items needed at the last minute via the contract.