

# Office Supply Orders

Office supplies should **only** be ordered through *Today's Business Solutions* or in person at *Office Depot* with a ProCard. Staff **cannot** be reimbursed for any office supplies purchased.

Office supplies can be ordered through the [UT Market](#) procurement system.

- Shoppers can purchase office supplies through the Today's Business Solutions portal of UT Market.
- Once an order is completed, fill in the "Deliver-to" and "Pay-to" fields during the cart review page.
- Shoppers should "Review and Check Out" and follow the provided prompts.
- UT Market will then route to FRMS, where shoppers can supply the delivery information in the "Internal Delivery Dept"
- Under the account section, enter the desired account and "Distribute Funds."
- Once the delivery and account information has been supplied, you can "Verify and Continue" then APProve for approval routing.
- A Business Processing Form should be completed in DocuSign with order information.

If you have any questions or concerns, please contact the UGS Business Team ([ugs.finance@austin.utexas.edu](mailto:ugs.finance@austin.utexas.edu)).