

The University of Kansas, OfficeMax and Cartridge King have signed an agreement that is designed to simplify the way toner cartridges are purchased.

Cartridge King has agreed that OfficeMax will be the actual supplier of original Hewlett Packard Cartridges, and that Cartridge King and OfficeMax will work together to process all other new OEM products offered to KU through the State Use Program. If Cartridge King offers a remanufactured cartridge, you may order from OfficeMax or Cartridge King directly. If Cartridge King doesn't offer the needed remanufactured or new cartridge, you may order from OfficeMax or any other vendor.

Cartridge King will pick up **ALL** empty cartridges regardless of purchase origin. To arrange for cartridge pick up contact Lois with Cartridge King using one of the following methods:

- Email lois@cartridgekingks.com
- Telephone 785-232-1393
- Fax 785-232-1155

When communicating, the customer needs to indicate the department and address for the pickup, and include a contact name and phone number. Empty cartridges should be picked up within two (2) business days of the communication. Beyond that time frame, the customer will be notified directly by Cartridge King as to pick up time.

If you have questions, contact Kathy Jansen in Purchasing Services by telephone at 864-3063 or by email at kjansen@ku.edu.

Thank you,

KU Purchasing Services
1246 West Campus Rd., Room 7
Lawrence, Ks 66045
PH: 864-3790
Fax: 864-3454
purchasing@ku.edu

www.purchasing.ku.edu