The CIEP student employees are the point people for ordering office supplies. The office staff distributes and puts away the orders upon arrival.

All staff members have access to ordinary office supplies (ex. Post-it notes, pens, etc.) in the Copy/Supply Room, Bartlett 3025B. If an item is out or you have a specific item you need (ex. Red ballpoint pen), you must fill out the supply request form located on the CIEP website at http://www.uni.edu/ciep/staff/supplies.

Do not ask an office staff member for an item specifically, as it may be forgotten during the day. If you place an order for a specific item, you should be notified when it arrives.

Staff members needing special office supplies (ex. Electronics or items over $100.00) must contact the Director with their request. The Director will look at the budget and determine if the item is necessary. If the Director feels the item will benefit the program, they will instruct the Secretary to order the item.