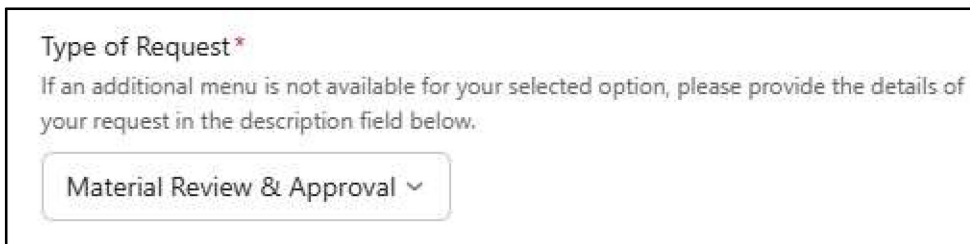


Did You Know? Auxiliary Services & Marketing Commodity Approval

Marketing Commodity Approval

Please obtain *prior* approval from Marketing when purchasing anything that contains the CSN logo. Allowable logos can be found here: <https://news.csn.edu/media-resources/>. Below are the steps to request prior approval.

1. Go to the CSN Marketing & Communications website:
<https://www.csn.edu/marcom>
2. Select “Marcom Assistance”
3. Under “Type of Request” select [Material Review & Approval]



Type of Request *

If an additional menu is not available for your selected option, please provide the details of your request in the description field below.

Material Review & Approval ▾

4. Fill out the rest of the information and submit your request.
5. Once approval is received, please upload the approval when you reconcile the transaction in Workday.

Auxiliary Services

Here are some helpful tips regarding Auxiliary Services and the P-Card:

- **Staples for Multi-Function Devices:** should be ordered by reaching out to Ocean Garner (ocean.garner@csn.edu). Please DO NOT reach out directly to Les Olsen for these types of requests.
- **Ink and Toner:** If your device has a Les Olsen sticker on it, you should reach out to Les Olsen by calling the number on the sticker and referencing the device number for free ink, toner, and maintenance requests. Ink and Toner should NOT be purchased on the P-Card if a printer is serviced by Les Olsen. *Ink and Toner are restricted purchases on the P-Card.* If you need to purchase Ink and Toner for a device that is not serviced by Les Olsen, please reach out to Ocean Garner (via ocean.garner@csn.edu) for commodity approval.
- **Standard 8.5” x 11” White Copy Paper:** should be ordered from Printing Services. *This is a restricted purchase on the P-Card.* To order copy paper go to (<https://www.csn.edu/printing-services>) and click “click here for all CSN printing

needs". From this site, click "Catalog" at the top, and then "Copy & Multipurpose" on the left-hand side. From here, select how many boxes of Multi-Use Printer & Copy Paper, White, Letter (8.5" x 11"). Please be aware you are selecting how many BOXES of paper you would like, each box contains 10 reams of paper (10 x 500) and 5,000 sheets in all.

- **Color Paper:** should be ordered from Printing Services. To order colored sheets of paper go to (<https://www.csn.edu/printing-services>) and click "click here for all CSN printing needs". From this site, click "Catalog" at the top, and then "Colored Paper" on the left-hand side. From here, select how many sheets of paper you would like.

- **Checking Out:** When you check out, you will be prompted to fill out delivery information and your department's PG will be charged. You will not need to enter your P-Card information. Standard white copy paper is provided free of charge.
- **To change the PG tied to your account,** go to "profile" at the top of the page. Select "Edit Profile". Here you can select your PG number under the "department" drop-down. If you need assistance adding a PG number, contact SusanM.Mitchell@csn.edu.

- **Banners, Posters, Letterhead, Envelopes, Business cards, and more can also be ordered via the printing services website** (<https://www.csn.edu/printing-services>).