

From: [Judah, Henry D.](#)
To: [SO All Employees \(Except Student Workers\)](#)
Subject: **Office Supplies Process For MCB**
Date: Monday, March 30, 2020 4:07:16 PM
Importance: High

Sent on behalf of Billy Hamilton:

TO: SO Employees (excluding Student Workers)

SUBJ: Do you need office supplies or mail?

Staff,

One of the most requested survey items was help with office supplies. While we don't have an answer ready yet on reimbursement for supplies you purchased since March 16, we do have an answer for office supplies you need now.

Starting Thursday, April 2, between 8:00am and noon, a Grab and Go table will be in the hallway near the loading dock entrance on the first floor of the MCB. The table is open for grab and go Monday – Friday.

Grab and Go Rules

- Just like none of us needs 25 personal rolls of toilet paper, please don't hoard the supplies. We will monitor it daily and reorder as we need to.
- If you are showing COVID-19 symptoms or someone in your shelter at home family is sick, don't come in.
- We love your pets and family too, but don't bring them either.

Grab and Go Supplies

- Printer paper
- Note pads
- Post it Notes
- Pens
- Pencils
- Highlighters
- Paper clips
- Binder clips
- File folders
- Folder labels

Other Office Items

If you need something that isn't listed here, but is in your office (e.g., stapler, tape dispenser, 10 key calculator), you can come once a week between 8:00a and noon and pick up those items. This also includes paper files or technology items like monitors.

Remember, if you want to pick up technology items, you need your supervisor's permission

and you need to complete the [inventory](#) form.

Pick up schedule (by the first letter of your last name)

- Monday: A – E
- Tuesday: F – J
- Wednesday: K – O
- Thursday: P – T
- Friday: U – Z

If you are unable to come to the office on your noted day above, please contact your direct supervisor for permission to come to the office on a different day.

If you need an office supply that isn't listed, send your request to TAMUS-OIT@tamus.edu. We'll work to get it added to the Grab and Go table.

Thank you again for sheltering in place and continuing to serve system members with a continued high level of customer service.

Henry D. Judah | Director
System Office of Risk Management

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