

**Auburn University  
Toner/Ink Cartridge  
Contract**



**A contract for the purchase of NEW Toner/Ink cartridges has been awarded to GovConnection and is in effect through November 2009.**

**Toner/ink cartridges for most printers (including, but not limited to) HP, Apple, Brother, Lexmark, Epson and Xerox may all be purchased from GovConnection under the terms of this contract. To verify your cartridge type, visit the GovConnection website at:**

**[www.govconnection.com/auburn](http://www.govconnection.com/auburn).**

**If purchase outside the contract is needed, contact Burnette Tolbert with justification prior to making purchase.**

**Normal procurement thresholds apply to the purchase of toner cartridges. You may use your Purchasing Card in order to purchase cartridges against this agreement if the dollar amount being purchased is below \$2,500. If the purchase will exceed \$2,500, prepare a purchase requisition for the purchase. Please reference Bid B0005363 on all purchase requisitions, purchasing card reconciliations or vouchers that are prepared.**

**Supplier contact information:**

**GovConnection  
Attn: Rob Mitchell  
[rmitchell@govconnection.com](mailto:rmitchell@govconnection.com)  
Phone: 888-294-0275**

**Buyer contact information:**

**Burnette Tolbert, A.P.P.  
[tolbebn@auburn.edu](mailto:tolbebn@auburn.edu)**

