

## FACIAL TISSUE FOR CAMPUS

10/5/09

For hygiene purposes in campus reception areas or high student/public traffic areas, Administration has approved the purchase of facial tissue through Central Stores. Central Stores will stock a supply of facial tissues purchased under state contract. No other source for the purchase of facial tissues will be approved.

The cost of the facial tissue is currently .56 for a box of 100. To place an order for facial tissue, go to:

[http://www.bemidjistate.edu/offices/logistical\\_services/office\\_supplies/files/office\\_supplies.pdf](http://www.bemidjistate.edu/offices/logistical_services/office_supplies/files/office_supplies.pdf)

Follow the instructions at the bottom of the order form. When ordering, please provide your account number for accounting charge back purposes.

Thank you for your attention.