

STAPLES PROGRAM

OVERVIEW

- The launch date is January, 2012.
- All Smoky Hill member schools/employees are eligible to participate **at no cost.**
- The program requires a separate sign-up/registration (not the same sign-up as Stapleslink).
- Registrants register one of their personal credit cards to be used when making purchases.
- The registered credit card may be used online and at any Kansas Staples Store. Stores are currently located in Manhattan, Garden City, Overland Park, Emporia, and Pittsburg (opening in March).
- More Kansas stores are planned in the next two years (usually located in college towns). Future sites will be announced in the coming months.
- Using the registered credit card at check-out, ensures members will receive the Smoky Hill price, Staples sales price, or Staples in-store price—**whichever is lowest.**

FAQs

1) Who is eligible to participate in this program?

Any school district and/or district employees can participate.

2) What is the sign-up procedure?

A separate registration link has been created on our web-site at www.smokyhill.org. Click on the yellow Volume Purchasing tab located on the upper left side of the page. That will go to a link that says “To register a credit card for Staples purchases click here.” Click on this link and follow the instructions.

3) Will the registrant be allowed to continue receiving the discount pricing when they are no longer an employee of the school district?

No. This program is provided as a benefit only to current school district employees.

4) Is there a cost to register or an annual fee?

No.

5) After registering, how long does it take for the card to become active?

Once the registration is fully submitted and registered, users will receive an email notification to the email address provided on the registration form. Once the notification has been received, the card can be used to receive discounted pricing the next business day.