



Crown  
Commercial  
Service

## Business Manager's Shopping List

**DESKTOPS** ✓

**LAPTOPS** ✓

**OFFICE SOLUTIONS: PAPER**

**OFFICE SOLUTIONS: STATIONERY** ✓ ✓

**PRINTERS / PHOTOCOPIERS** ✓

**PAYROLL, HUMAN RESOURCES (HR)  
AND FINANCE SERVICES** ✓

**ELECTRICITY** ✓

**GAS** ✓

**ELECTRONIC PURCHASING CARD  
SOLUTION (EPCS)** ✓

**INSURANCE SERVICES** ✓

For the purchase of everyday products and services, the Crown Commercial Service (CCS) has a number of easy to use deals that schools can access whether they are just starting out as a new organisation or if they are simply looking for compliant, money saving options.

## Office Supplies

Supplies for the classroom and admin offices are available to buy from our Office Supplies deal. This offers a full spectrum of office products including cut paper, stationery and small business machines.



## Desktops / Laptops

Desktops, laptops, notebooks and netbooks can be bought through our deals for IT hardware and software. Other products such as infrastructure hardware (including servers) and software can also be purchased.

## Electricity & Gas

Our half hourly electricity contract and natural gas (metered) supply contract, are some of the deals available to schools in this area.





## Print Related Services

For the purchase of items such as printers and photocopiers, our Multifunctional Devices and Services deal has an option designed with smaller organisations such as schools in mind to make the buying process as straightforward as possible.

## Payroll, Human Resources (HR) and Finance Services

Schools can buy payroll services, HR systems, HR outsourcing and integrated financial and accounting systems through our Payroll, HR and Finance Services deal. As there is only one supplier on this deal, orders can be placed directly with them.



## Electronic Purchasing Card Solution (ePCS)

A card solution (Visa or MasterCard), with no annual fees, is available to make purchases online and to help make the payment of invoices faster and easier.

## Insurance Services

To support the Risk Protection Agreement (RPA) run by the Department for Education, CCS and Pro5 have a deal for academies for the classes of insurance which fall outside of the RPA.



A full list of all of the deals available can be accessed at the following link:  
[www.gov.uk/government/publications/crown-commercial-service-agreements](http://www.gov.uk/government/publications/crown-commercial-service-agreements)

## Further information

If you need further information about these deals or other common goods and services, our education team can be contacted by calling the helpdesk:

**T:** 0345 410 2222

**E:** [education@ccs.gsi.gov.uk](mailto:education@ccs.gsi.gov.uk)

**W:** [www.gov.uk/ccs](http://www.gov.uk/ccs)

 [@gov\\_procurement](https://twitter.com/gov_procurement)  [LinkedIn](#)



**Crown  
Commercial  
Service**

**Liverpool** 9th Floor  
Capital Building  
Old Hall Street  
Liverpool L3 9PP

**London**  
1 Horse Guards Road  
Westminster  
London SW1A 2HQ

**Newport** Room 2Y92  
Concept House  
Cardiff Road  
Newport NP10 8QQ

**Norwich**  
Rosebery Court  
St Andrews Business Park  
Norwich NR7 0HS

