



Purchasing Sense

Princeton University's Purchasing E-Newsletter

Welcome

The Purchasing Department presents this e-newsletter to the Princeton University community with the goal of providing timely and effective information to assist you with your procurement needs. We welcome any comments or suggestions for future articles.

Contacts

Don Weston, *CBM, Director*, 8-3407

Brian Rounsavill, *CPM, APP, Associate Director*, 8-3402

Mark Aanonsen, *Senior Purchasing Agent*, 8-3418

Lisa Ridolfi, *Senior Purchasing Agent*, 8-1920

Tracy Lomurno, *Buyer*, 8-5887

Nancy Matthews, *Buyer*, 8-5886

Joe Lane, *Admin. Support*, 8-6847

Carmella Crusier, *Capital*, 8-3413

Sam Formica, *Surplus*, 8-2347

Korrin Lyszczak, *Contracts Support Specialist*, 8-2495

John Mollica, *PeopleSoft*, 8- 8223

Mary Erickson, *Boise Rep.*, 8-3400

Rebecca Garner, *Arbee Rep.*,
(908) 851-5159

Purchasing Department

Office of the Treasurer
Princeton University
2 New South, P.O. Box 33
Princeton, NJ 08544-0033 USA
Phone: (609) 258-6369
Fax: (609) 258-1169
Email: purchase@princeton.edu
Web: www.princeton.edu/purchasing

New Southwest & Air Tran Benefits

In the spirit of "when it rains, it pours," Purchasing is pleased to announce a number of new airline initiatives.

1. Double Frequent Flyer on Southwest: Book any Southwest flight through our Swabiz link on the travel portal, and double your frequent flyer benefit. That means four round trip tickets, irrespective of the price per ticket, equals one free ticket.
2. 5% Discount on Air Tran: Book Air Tran through the Princeton travel portal and the price is reduced 5%.

New Travel Agency

We are pleased to add Anthony Travel to the central University-specific travel reservations portal: www.princeton.edu/travelportal. As previously indicated, the Travel Portal offers Princeton-specific pricing for individuals traveling to/from Princeton on official business. Portal users have access to reduced agency fees, reduced fares, favorable travel terms, expedited passports, and convenient access to a variety of reservation options. In addition, this portal provides University departments with travel history and savings documentation. New information is added to the Portal each month.

Purchasing Liaison Info Mailing List

Purchasing has a new e-mail list: purchasing-info@princeton.edu to facilitate the share of information on University purchasing matters. Examples of the type of information distributed on the list include: special offers from vendors that are time-oriented in nature, specific problem notifications, vendor alerts and warnings, and other purchasing-related information. This is a private list, which at times may include pricing information that is intended only for our internal departmental campus users. Participation in the list is voluntary. If you wish to join, please send an e-mail with the subject line stating ADD, to marka@princeton.edu. We encourage you to forward this article to others who may be interested in joining the list.

Win a PDA

To "kick off" the Purchasing Info mailing list, Dell Computer is sponsoring a drawing for a free AXIM X3i PDA. To participate in the drawing, all you have to do is successfully answer some Purchasing 101 "How to Buy" questions correctly. The winner will be selected from a random drawing from successfully submitted entries. An announcement will be distributed via the Purchasing Info mailing list later this summer.

Small Business Initiatives Update

Purchasing is a business member of the Metropolitan Trenton African America Chamber of Commerce (MTAACC) and has developed a small, disadvantaged business mentoring program on campus. Two small, disadvantaged business mentoring and training sessions have been held for MTAACC member organizations, and additional mentoring sessions are planned. Interested organizations can contact the Purchasing Department to schedule a personalized training session.

“How to Buy” Sessions

Purchasing will be coordinating a series of Information Sessions this fall aimed at educating the departments on the best buying practices. These sessions will provide an overview of the procurement process at Princeton and the various approved methods of acquiring goods/services. Details will be forthcoming, interested departments may contact the Purchasing Department to set up individual appointments.

New Surplus Hours

The Surplus Open House is now open Tuesday's from 11:00 AM to 12:00 Noon for employee purchases. The Surplus Open House remains open Tuesday's from 9:00 AM to 12:00 Noon for Departmental transactions. The Surplus Open House will be open on Wednesday's from 10:00 AM to 2:30 PM for all transactions. For more information, please refer to the Surplus Program website: <http://web.princeton.edu/sites/TreasurersOffice/Purchasing/SCE/>

Purchasing Tip: Proper Documentation

All University purchases are made in accordance with the University Purchasing policies regardless of the source of funds. A standard set of bid and justification procedures are required to properly document all purchases and comply with Federal, State and University requirements. Documentation shall be sufficient to constitute a complete history of the actions associated with the order for the purpose of: 1. providing a complete background on the order; 2. supporting any actions taken; 3. providing information for review and investigation; and 4. furnishing essential facts in the event of a dispute.

Bids must be solicited whenever the items can be purchased from multiple sources to promote competitive bidding. A minimum of three written quotations for requirements totaling \$2,500.00 or more must be obtained. Those items considered sole source or proprietary must be properly justified. A sole source purchase is one where there is only one vendor capable of providing an item or service, and therefore it is not possible to obtain competitive bids. An order will not be placed without proper documentation, including the written quotations from the vendors, sole source justification form, and other supporting documents.

Capital Inventory

In tandem with the new capital threshold of \$5,000, Purchasing has begun coordinating a physical inventory of all capital equipment on campus. Department visits are being scheduled.

10th Annual Vendor Fair

All faculty and staff are invited to join us on Tuesday, October 26, 2004 between 10:00 AM and 2:00 PM in Dillon Gym for the annual Vendor Fair. Come see the many products and services offered by our contract vendors and their product displays and exhibits. There will be a special section of vendors offering environmentally friendly products, as well as a section for small, woman/minority-owned, and disadvantaged vendors. More details will be announced this fall.

New Contracts

The following vendor contracts were recently established:

- Hi Tech Flooring (*Flooring, Carpet & Tile*)
- Mobile Shred (*Onsite Shredding*)
- Nelson Glass (*Custom Glass*)
- Unibind (*Binding Systems*)
- NE Plastics (*Custom Plastics*)
- Innovative Document (*Minolta*)
- Anthony Travel (*Travel Agency*)
- Relay Specialties (*Coto Relays*)
- RHM Tech (*Connectors*)
- Moore Wallace (*Check Stock*)

The complete list of all the current vendor contracts appears online.

Upcoming Events

- “How to Buy” Information Sessions, *Fall 2004*
- Capital Inventory, *Summer 2004*
- ShoeMobile, *September 24, 2004*
- Princeton University’s Annual Vendor Fair, *October 26, 2004*

Purchasing \$en\$e is a publication of the Princeton University Purchasing Department, P.O. Box 33, Princeton, NJ 08544



Printed on Recycled Paper.
