



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.

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Satisfaction Survey

The Purchasing Department would like to thank all the liaisons who responded to our recent campus satisfaction survey. The results have been published online at: <http://web.princeton.edu/sites/TreasurersOffice/Purchasing/satisfactionsurvey.html>

To summarize, the majority of the respondents expressed satisfaction with the services provided by the Purchasing Department, with 83% rating either 4 or 5 overall and 98% rating either 3, 4 or 5 overall. All of the recommendations for improvement and/or enhancement will be targeted in the future.

New Travel Program

In an effort to achieve cost savings and convenience, the Treasurer's Office is pleased to officially announce a new central University-specific travel reservations portal:

www.princeton.edu/travelportal
The Travel Portal offers Princeton-specific pricing for individuals traveling to/from Princeton on official business. This new portal offers travelers tools that will decrease costs and provide the widest range of flexibility and choice. 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.

Recycled Paper Policy

The University will begin using 100% post-consumer paper for all general office needs as of April 1st. The new policy was formulated by the Princeton Environmental Oversight Committee, established by President Tilghman in April 2002 to monitor the University's relationship with the environment and to identify and recommend ways to improve that relationship. The 14-member committee is made up of faculty, staff and students. This is the first new policy to come out of the committee's work.

The policy will affect paper used in copying machines, printers and fax machines. Currently about 48 percent of the paper used for those needs at the University is recycled paper. Official University stationery is not included in the policy, since it is a different weight and color than office paper. The recycled paper will be \$0.40 per case more than the least expensive virgin paper currently in use. The recycled paper, available from Boise, is Aspen 100, part number P1054922. The committee ran a blind test during the summer of 2003 in over 100 departments. Ninety-nine percent of the feedback received reported that the paper performed well. A few isolated complaints were brought to the attention of Boise Office Solutions, the University's vendor for paper and other supplies, which worked with those offices to address their concerns.

New Hyatt Rates

Purchasing is pleased to announce the establishment of new University rates at the Hyatt Regency Princeton. The new rates are \$130 single/double, which were previously \$189 single/double. These special University rates were established for departments seeking equal priced options to the Nassau Inn. The Hyatt offers a free shuttle to campus. For more information, contact Geraldine Solarte at the Hyatt at (609) 734-4088.

Small Business Initiatives Update

Purchasing is a business member of the Metropolitan Trenton African America Chamber of Commerce (MTAACC) and has been working on the development of 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 companies 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/>

Furniture Orders

Most furniture manufacturers from whom Princeton acquires furniture have a "No Return" policy except in cases where they, the manufacturer, made an error. In most cases, the local dealer will accept the return with substantial restocking charges, which can range from 35% - 50% of the total amount of the item(s) being returned. Unlike the national office supply dealers like Boise, Staples and Office Max that allow returns of non special order items, the manufacturers we purchase from make the furniture specifically for our order. It is therefore imperative that before a proposal is accepted from a sales representative and the order is placed, be 100% certain that what you're buying is what you want. Dealers are willing to work with Princeton to the extent possible, but we can't expect them to be responsible for our errors.

Cox's Food Market

Cox's Food Market now accepts Princeton University credit cards. In addition, they offer a "no minimum order" for free delivery and extended weekend hours.

Capital Inventory

This summer, Purchasing will be coordinating a physical inventory of all capital equipment. Details will be coming soon.

New Contracts

The following vendor contracts were recently established:

- Mac-Gray (*Laundry Service*)
- EGM Communications (*Telecommunications Sub-Contracting*)
- Turtle & Hughes (*Philips Lamps*)
- Kevin Smith Sporting Goods (*Hockey Equipment & Supplies*)
- Staybridge Suites (*Hotel*)
- Westin Princeton @ Forrester (*Hotel*)
- Merrill Lynch Conference Center (*Hotel*)
- Doral Forrester (*Hotel*)
- Triumvirate (*Hazardous Waste Removal*)
- McKesson Atlantic Healthcare (*Medical Supplies*)
- ABC Supply Co. (*Roofing Supply & Sheet Metal*)

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

Upcoming Events

- ShoeMobile, *April 30, 2004*
- "How to Buy" Information Sessions, *Spring 2004*
- Travel Fair, *Summer 2004*
- Capital Inventory, *Summer 2004*
- ShoeMobile, *September 24, 2004*
- Princeton University's Annual Vendor Fair, *October 2004*

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



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