



Purchasing Sense

Princeton University's Purchasing E-Newsletter

- The Travel Issue -

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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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 Internet gateway for travel reservations.

<http://www.campustravel.com/university/princeton/>

This new travel program builds on a growing consortium of over 40 colleges and universities utilizing the latest Internet travel reservation tools in conjunction with a core group of participating travel agencies for individuals traveling on University business.

The program is centered on the philosophy that our campus community requires the widest range of flexibility and choice in determining which reservation method best meets their needs. Hence, this program acts as a central gateway to a variety of reservation alternatives that provide savings as well as the convenience of having them all on one site.

Reservations can be made in any of the following ways using departmental Visa cards:

1. Travel Agencies - A multi-authorized network of nine committed travel agencies has been established, many of which are already widely used on

campus, to enable departments to continue using the agency of their choice. Travel agencies provide specialized personal service, ideal for complex itineraries that cannot be found on the Internet.

We encourage you to utilize the participating travel agencies, call them for rates:

- Class A Travel (609) 497-0011
- Deluxe Travel (609) 924-6270
- Flite II Travel (800) 544-3881
- Graycar Travel (609) 587-7057
- IT Travel (609) 921-6300
- Kriegner Travel (609) 737-9393
- Kuller Travel (609) 924-2550
- Marathon Travel (800) 826-2978
- Navigant (800) 966-3802

2. Internet Travel Reservation Sites - Orbitz, Travelocity, Cheap Tickets and Expedia links are provided to enable departments to shop on-line across the widest variety of carriers.

Note: Internet travel reservation sites change fares frequently and some offer more prominent placement to the airline carriers that pay them a fee. Therefore, several of the most common travel search engines have been included to ensure a full range of carriers.

3. Specific Carriers - With many carrier options available, direct arrangements with Air Tran, America West, Southwest and Amtrak have been strategically contracted because their low prices

and favorable cancellation, change and standby terms that often provide substantial benefits over other carriers. Additional airline carriers are actively being solicited for their participation.

The new travel program has been pilot tested by several departments the past few months, and has been receiving very positive results.

- “The travel portal was very easy to follow with good links.”
- “It was very helpful to have everything together when you are trying to compare prices.”
- “Local hotel website gave much needed information when booking local hotel reservations.”
- “I like the convenience of all the travel reservation methods centrally located.”
- “I liked the great prices obtained from agencies, as well as the flexibility in booking types.”

We invite you to attend a Travel Program Information Session on Friday, October 17th at 9:30 AM in McDonnell A02 (Note: Session rescheduled for January 12th in Frist). We will present an overview of the many aspects of the program, demonstrate the functionality and savings that can be achieved through this program, and the President of Campus Travel Management will join us to answer questions. Refreshments will be provided.

We encourage you to begin utilizing the Princeton Travel Program for your travel needs, and we look forward to seeing you on October 17th.

New NJ Hotel Tax

The State of New Jersey recently imposed a 7% occupancy fee on hotel/motel rooms in most New Jersey municipalities, between August 1, 2003 and June 30, 2004. For occupancies on and after July 1, 2004, the fee is reduced to 5%. Unfortunately, exempt organizations such as religious, educational, and charitable organizations like Princeton University, which may qualify for exemption from New Jersey sales and use tax on purchases are NOT exempt from the State Occupancy Fee or the Municipal Occupancy Tax. For more information, refer to the following website: <http://www.state.nj.us/treasury/taxation/index.html?hotelfee.htm~mainFrame>

Vendor Fair

All faculty and staff are invited to join us on Tuesday, October 28, 2003 between 10:00 AM and 2:00 PM in Dillon Gym for the annual Vendor Fair. Come see over 80 vendors and over 90 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.

“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 Contracts

The following new vendor contracts were established within the last few months:

- Adecco (*temporary staffing*)
- Business Furniture (*Herman Miller Furniture*)
- Carey Worldwide (*limo*)
- CD-WG (*computer supplies*)
- Chemsearch (*chemicals*)
- CompUSA (*computer supplies*)
- Courtyard Marriott (*local hotel*)
- Herman Miller (*furniture*)
- Hobart West (*temporary staffing*)
- Holiday Inn Princeton (*local hotel*)
- J&J Staffing (*temp staffing*)
- Jones & Auerbacher (*tubing*)
- K&A Industries (*ID supplies*)
- Leco Plastics (*RECAP supplies*)
- Main Line Expo (*exhibits*)
- ManPower (*temp staffing*)
- Motion Industries (*o-rings*)
- Penn Stainless Products (*metals*)
- Pomerantz Staffing (*temp staffing*)
- Stainless Tubular (*metals*)
- Tab Products (*folders*)

The complete list of all the current vendor contracts appears on our web site for your reference.

Upcoming Events

- Travel Information Session, *October 17, 2003.*
- Princeton University’s Annual Vendor Fair, *October 28, 2003.*
- “How to Buy” Information Sessions, *Spring 2004.*

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