Year End - Purchasing

- When shipping and invoicing take place before **May 1st, 2005**, a purchase order must be received by the purchasing department prior to **April 28th, 2005**.
- Purchase orders with invoice attached, including LVPO’s for the 2004/2005 budget year must be received by the purchasing department no later than Monday, **May 2, 2005**.
- Electronic Requisitions with invoice received must be entered and submitted to purchasing no later than **May 2, 2005**.
- When shipping and invoicing take place after **May 1st, 2005**, a purchase order will not be committed against your account until after May 1st, 2005.

For all other Financial Services year end deadlines, go to the “hot news” on the Financial Services website at [http://www.uwo.ca/finance/](http://www.uwo.ca/finance/).

Standing Orders

As we approach April 30th it is time to start thinking about the renewal of your standing orders, as they are not automatically renewed. We have sent out an up-to-date listing of all department standing orders to assist you. All standing orders should be entered on-line using the electronic purchase requisitions. If you do not have access to the electronic purchase requisitions, please contact Lilly Ross at X84575 or lross@uwo.ca. Once we receive your approved forms, we will contact you to arrange for training. [http://www.uwo.ca/finance/people/e_reg/](http://www.uwo.ca/finance/people/e_reg/)

Windermere Manor Invoices

Reminder, speed codes should be used when booking or charging expenses incurred at Windermere Manor for less than $1,500. For expenses greater than $1,500, a Purchase Order will be required. If you have any questions please contact Randy Delanghe at X85497 or rdelangh@uwo.ca.

USB Memory Sticks

As many desktop and laptop computers no longer have 3 ½” drives, Western Office Supplies is pleased to now offer the alternative USB flash drives. Pricing is as follows: 256MB - $50.07, 512MB - $75.10 and 1 GB - $125. Also 3’ USB cables to plug into your USB port on the computer tower are available (just in case the USB port is at the back of your tower or the tower is located in awkward position). The Brands are Lexar or Kingston, are very portable and come in their own protective case.

Temporary Personnel Services Renewal of Contract

We are pleased to announce the Temporary Personnel Services Contract with Today’s Staffing, Allen Professional Search, The People Bank, and Kelly Services will be renewed for an additional two years. This will extend our contract to April 30, 2007. Please note: Allen Temporary Personal Service and the People Bank have merged incorporating a new corporate name - Allen the People Bank. If you have any questions please contact Tom Vine X84590.
Visa, Gift Certificates
All requests to purchase gift certificates or money orders using the corporate Visa card will now require prior approval from Tom Vine, Purchasing Service and Tax Manager, and Carter Scott, Controller. If you have any questions or concerns, please do not hesitate to call Tom Vine X84590, purtev@uwo.ca.

Western Office Supplies Inventory Closing
We will not be delivering any orders on April 27th, 28th & 29th. The last day to order is Tuesday April 26th. We will re-open on May 2nd at 8:00 a.m., with regular hours applying. Please order early to make sure any items you require will be processed before inventory closing. If you have any questions please call us at X88122 or contact us at wos@uwo.ca. Thank you for your support.

Caledon Laboratory
Caledon Laboratory Chemicals has informed us that acetone supplies are now on allocation. The availability and the price of this solvent will be affected. It is not known at this time how long this will last. In addition, the only North American supplier of raw, 85% n-hexane has closed its plant. What this means to end-users is that they will find that only a 63% n-hexane, or a 95% n-hexane product will be available. The 95% product will cost more, but if researchers can utilize the 63% product (i.e. less of the n-hexane isomer in the product), then they should see little, if any, effect on their pricing. Caledon has taken steps to increase their stock, but within six months you will see the effects of this change. We are also looking into alternative, overseas suppliers, but with the increased freight charges, cost of the product will still be affected. If you have any questions, please contact Brian Finniss at Caledon. 1-877-225-3366.

Canon Photocopier Fleet Update
There are approximately 325 Canon copiers at Western operating under the Campus Copier Fleet Program. The original 48-month contract was recently renewed and extended to April 30, 2006. The copier fleet consists of 70-75% analog ‘copy-only’ copiers at 1.39 cents per copy. The balance of the fleet consists of connected digital copiers, which combine the ‘copy and print’ function into the same system. Some of these digital copiers also include fax capabilities within the unit. The digital products have a slightly higher operating cost (2.29 cents per copy) than their analog counterparts, but these costs are often offset by productivity gains and the elimination of other higher cost print options.

Is Digital for Everyone?
Soon the digital units will be the only products available, as copier companies slowly migrate manufacturing from analog to digital only products. At Western, we find ourselves in the enviable position of maintaining our economical and dependable analog fleet. At the same time many departments are thinking about and planning for the digital future, thereby reducing separate laser printers and fax machines and the associated cost. For those who are starting this planning stage, the most logical crossover date for digital conversion will be May 1, 2006.

At present, Canon maintains two full-time technicians at Western dedicated to the copier fleet and occasionally pulls resources from surrounding territories for special assignments. With the upcoming summer months just ahead, Canon will also be completing PM (preventative maintenance) checks over the summer.

If you require additional information, or would like to discuss your copying / printing / faxing requirements further, please contact Peter Jeffs (purpgj@uwo.ca).