WESTERN OFFICE SUPPLIES

WOS will be closed April 26-28 for inventory. The last day to order is Tuesday, April 25th. Orders can still be placed using our on line facility at http://www.uwo.ca/finance/centralsupplies/. However, deliveries will not be available for these days. We will re-open on May 1st at 8:00 am with regular hours applying. Any questions please call us at X88122, or contact us at wos@uwo.ca. Thank you for your co-operation Western Office Supplies.

YEAR END – PURCHASING

- When shipping and invoicing take place before May 1st, 2006, the purchasing department must receive a purchase order prior to April 28th, 2006.
- Purchase orders with invoice attached, including LVPO’s for the 2005/2006 budget year must be received by the purchasing department no later than May 1st, 2006.
- Electronic Requisitions with invoice received must be entered and submitted to purchasing no later than May 1st, 2006.
- When shipping and invoicing take place after May 1st, 2006, a purchase order will not be committed against your account until after May 1st, 2006.

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

WESTERN USING NEW STATIONERY VENDOR

Looking to replenish your Western business cards, letterhead or envelopes? It can all be done with a simple click of the mouse! Thanks to a new and easy online ordering system, Western staff and faculty can quickly order their stationery through London's DATA Group of Companies, who specialize in document management and print services. To use the new online ordering system you must have a Western email account and speed code. https://rabbit.vm.its.uwo.ca/PurLogin/Default.aspx

VIA RAIL

Travelling by train? Don’t forget to get your discount by quoting Western’s Via Code CR707009.
CALEDON’S GOT YOU COVERED

The Purchasing Department has negotiated several system contracts and supply agreements to obtain better value and to simplify the procedure for acquiring specific goods and services. When it comes to chemicals, Caledon produces over 1,000 laboratory chemicals and high purity solvents. They are recognized as Westerns system contract supplier for laboratory chemicals. Contact, 1-800-668-3230, or http://www.caledonlabs.com/.

UTILIZE YOUR P-CARD

The Purchasing Department would like to suggest that Visa Card holders review their new year Standing Orders, and where appropriate use their P-Card in place of a Standing Order. Examples of monthly purchases that can be made using your P-Card with vendor approval include:

- Cell Phone Bills
- Internet Bills
- Tea & Coffee Deliveries
- Bottle Water
- Mat services (weekly/ monthly cleaning services)

This process helps eliminate handling paper invoices, lost invoices etc, while expediting payment for suppliers, if they accept Visa. If you have other small dollar, repetitive transactions that you would like to consider moving to your department P-Card, please contact Debbie Faulkner in Purchasing at X84583, or dfaulkn@uwo.ca for assistance.

PHOTOCOPIERS

The current contract with Canon ends this year. Evaluation of proposals for new equipment is underway. Please note all new equipment will have the capability to be network connected and used for print scan and faxing. For more information please contact Peter Jeffs at purpig@uwo.ca.

REMINDERS

A friendly reminder from your Purchasing department.

Purchasing Processes
Peoplesoft Financials Training
Low Value Purchase Orders

DID YOU KNOW

Smileys are tiny pictures made from ordinary ASCII characters, are meant to be looked at with the head tilted to the left. Smileys came about when e-mail correspondents felt the need to convey emotional content such as sarcasm, laughter and other feelings as part of their messages. Without smileys, simple statements could easily be misinterpreted:

:-D Said with a Smile.

VISA P-CARD HOLDERS

Please note receipts must be kept for 6 plus current years. If record storage is a problem for you, please contact archives at http://www.lib.uwo.ca/archives/records.shtml.