VIA 1 – Commuter Pass
The Commuter Pass lets you travel between two neighboring cities in the comfort of a train car. A Commuter Pass is handy and may be cost effective for you. Valid for 14 days, it gives you 20 one-way journeys within London to Toronto for $489.00. Please contact VIA 1 for more information. Unfortunately Bizpass are not available from London. http://www.viarail.ca/classes/en_serv_clas_via1.html

Payments to individuals
Payments to individuals should be paid through a purchase order. Please refer to the Human Resources web site for more information at http://www.uwo.ca/humanresources/leadermanager/pay_admin/forms_index.htm. Or contact the Purchasing Department, Debbie Faulkner, X84583.

VISA Printable Statements
If you are finding that your Visa card statement is delayed in the mail. Please print the Visa statement off the US Bank web site. This will ensure that you do not miss the deadline for reconciliation. For assistance please contact the Central Administrator, Debbie Faulkner, X84583.

Tax Change
The Governments approach to the rate change transition is simplicity rather than precision. Under the basic transitional rule, GST that is paid or becomes payable before July 1 will apply at the current 7% rate. For GST that becomes payable on or after July 1, the rate will be 6%.

Purchase of Gift Certificates
The Canada Revenue Agency (CRA) considers gift certificates to be a taxable benefit. Due to this CRA position Financial Services has decided that no gift certificates will be purchased under the US Bank Visa card with out the Purchasing Departments approval. Please contact Purchasing, Debbie Faulkner, X84583 or dfaulkn@uwo.ca. With any questions or concerns.

Impressions Catering
Orders under $1500.00 can be paid by a speed code. Impressions will send the invoice to your department. Ensure the correct speedcode is on the invoice, sign and forward the invoice to the Purchasing Department for payment. Orders over $1500.00 must go through on a Purchase Order. For more information on all Invoice Approved orders, please refer to your Purchasing tool kit. To request a copy of the Purchasing tool kit please email Debbie Faulkner, dfaulkn@uwo.ca or Lilly Ross at lross@uwo.ca.

LVPOs
Just a reminder that LVPOs are being phased out by August 31st, 2006. Alternatives such as on-line requisitions, standing orders, Visa Purchasing cards are designed to meet the needs of the paper-based LVPO form. If you need to discuss your requirements, please contact Lilly Ross lross@uwo.ca, X84575 or for Visa Purchasing Cards contact Debbie Faulkner dfaulkn@uwo.ca, X84583.
**PST Exemption**

In order to ensure proper PST exemptions for research equipment, please ensure purchase order descriptions are clear and concise. For example, descriptions such as Catalogue # NNN, Invoice #NNN, As Per Quote, As Per Discussion etc. are to be avoided.

**Freedom of Information (FIPPA)**

As of June 10, 2006, Western falls under the Freedom of Information Act. What does this mean vis a vis purchasing? If you are obtaining quotes, you could be requested by other suppliers to see the successful bid or they may wish to see how you chose your supplier. To assist in managing this we have modified the WE东西ernBUYs RFQ form available to you at [http://www.uwo.ca/finance/purchase/index.html](http://www.uwo.ca/finance/purchase/index.html). However, should you receive such a request, please refer them to the Director of Purchasing.

**WE东西ernBUYs**

If you are obtaining quotes for any goods or services having a total value greater than $5,000.00, please use the form referred to above. Please forward this form to [westernbuys@uwo.ca](mailto:westernbuys@uwo.ca) for posting on the WE东西ernBUYs website so all potential suppliers have an opportunity at your business.

**Photocopiers**

The current contract with Canon ended April 30, 2006. All equipment will be replaced with digital multi-functional devices capable of copying, fax, scanning and printing. Colour capability is an option many will wish to avail themselves of. Implementation is expected in July-August. Information sessions are scheduled for this Tuesday June 27th – Thursday June 29th. Please see web link below for complete information.

[http://www.uwo.ca/finance/purchase/copiers.html](http://www.uwo.ca/finance/purchase/copiers.html)

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**Hexane**

Caledon Laboratory Chemicals no longer carries Hexane, 85% n-Hexane. This is an industry wide change as the North American manufacturer of the raw material for Hexane, 85% n-Hexane has ceased manufacturing this product. The old material contained Hexane isomers where n-Hexane was 85% of the total composition. The assay was greater than 98.5%. The remainder included the hexane isomers of:

- 2-Methyl Pentane 1% or less
- 3-Methyl Pentane 3 - 4%
- Methylcyclopentane 7 - 8%

All ranges are approximate.

It will be replaced by Hexane, 63% n-hexane with the **same total isomer assay of >98.5%** but with different isomeric content. Caledons competitors have already made, or will be making this change in the very near future. The change is not expected to be a problem in most applications where Hexane is used. This new material now available contains hexane isomers where n-Hexane is 62 – 65% of the total composition. **Please note that the assay is still greater than 98.5%**. The remainder includes the hexane isomers of:

- 2-Methyl Pentane 6-7%
- 3-Methyl Pentane 13-14%
- Methylcyclopentane 16-17%

All ranges are approximate.

Hexane 63% n-hexane, is offered in our HPLC and Distilled in Glass grades. The change is not expected to have any impact on the solvent properties of the Hexane. The change might have an impact on the yields of a reaction process where our customers are using the hexane as a reactant. Use as a reactant is not believed to be a predominant use by our customers. Please note that we are selling the new n-hexane 63% material with our usual guarantee that if you don’t find it suitable, you can return the product. Please feel free to direct any further inquiries to your Caledon Sales Representative, Brian Finniss 1-877-225-3366 X110.
F.Y.I

Third Annual H. Lorne Hathaway Memorial Mini Golf Tournament
Where: Western Office Supplies, Services Building Room 18
When: Thursday, July 20th, 2006
Cost: $2 - All proceeds will go to charity
Bring extra loonies for surprises on the course.
This 9-hole course is open from **10am-2pm** with no advanced tee times. There will be complimentary munchies, and beverages for $0.50 on the 10th hole. All money raised from the tournament will go towards gifts for disadvantaged families at Christmas. The course will take approximately **15 minutes** to play, and winners will be notified the following Monday, July 24th, 2006.