The UNIVERSITY of WESTERN ONTARIO
Financial Services – Purchasing Department

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DOWNTOWN TORONTO HOTEL
The University, in conjunction with Ivey School of Business, has open bid, evaluated and awarded Intercontinental Hotel, 225 Front Street in Toronto, to be our preferred provider for downtown Toronto accommodation. The rate is $129 per night for individuals and $125 for groups of 10 or more rooms. To book, please call 416-597-1400 or 1-800-422-7969 and quote University of Western Ontario or Ivey to get this rate. You may also book on-line through ichotels.com site. We will putting the link up on our website shortly. Valet parking is the only parking available at the rate of $15 overnight and $10 for day use. In order to maximize savings please communicate this to your travellers and anyone booking their travel. For more information contact Bob Moore, X84576 or finrhm@uwo.ca.

LVPOs
Just a reminder LVPOs are no longer available. Alternatives, such as, on-line requisitions, standing orders, and Visa Purchasing cards are designed to meet your needs. If you need to discuss your requirements, please contact Jennifer Maxwell jjmaxwel@uwo.ca x84580 or, for Visa Purchasing Cards, contact Alexis Fowler aflower3@uwo.ca, X88117.

INVOICE RECEIVED ORDERS
To be legally binding, a purchase order must be issued in advance of goods and/or services being provided. On occasion there are orders placed without a purchase order, followed by an invoice to be paid. In these instances, using the Electronic Requisition system, you will have to create an “invoice received” requisition. A brief reminder on the process for “invoice received orders” can be found at http://www.uwo.ca/finance/people/ereqproc88.pdf. This will ensure that the order is not faxed out to the supplier and will avoid duplicate shipments. Once the requisition has been processed, you will have to check the system for the purchase order number, write it on the invoice and forward to Accounts Payable, Room 280, SLB. The Purchasing department will then follow up with the supplier to make them aware of our policy.

DISPOSAL OF FURNITURE
It is important to dispose of furniture and equipment as soon as it is available to maximize its residual value. Information on disposal processes is available at http://www.uwo.ca/finance/purchase/asset-menu.html. We are also looking for ten used computers for Ghana, so if you are doing a major office or lab replacement and you wish to donate these computers, please call Bob Moore; email finrhm@uwo.ca.
LAPTOP BATTERIES
Although there is no evidence of overheating on any units, Toshiba has announced a Sony battery replacement program for: Tecra, Portege, Satellite and Qosmio models. For more information see http://www.sony.net/SonyInfo/News/Press/200609/06-090E/index.html

WEsternBUYs
If you are obtaining quotes for any goods or services having a total value greater than $5,000.00, please use our form located at: http://www.uwo.ca/finance/purchase/index.html. You should then forward this form to westernbuys@uwo.ca for posting on the WEsternBUYs website so all potential suppliers have an opportunity at our business.

VWR
VWR International will now be distributing Stratagene products in Canada. VWR will inventory Stratagene reagents and kits in warehouses located in Edmonton and Mississauga to provide you with faster and more economical delivery. You should continue to contact Stratagene Technical Service for all of your technical questions about Stratagene products at 800-894-1304 or e-mail at techservices@stratagene.com. To place your orders you can contact VWR and use your speed code as VWR is our contracted supplier.