TRAVEL AND HOSPITALITY INFORMATION

**Car Rentals**- For car rentals outside of London our contracted provider is Budget Car Rental. The University is guaranteed the “best available rate”. Please quote A136100 when making your reservation to be guaranteed that rate. For local car rentals our contracted provider is Enterprise. [http://www.uwo.ca/finance/travel/vehicle.html](http://www.uwo.ca/finance/travel/vehicle.html)

**Via Rail**- Our new contract with Via Rail provides University staff and faculty with a 7% discount off of the best available public fare. This rate applies to both business and leisure train trips taken by Western faculty and staff and will be extended to up to three (3) additional passengers. We are currently working with Via Rail to have their website accept departmental speed codes. [http://www.uwo.ca/finance/travel/train.html](http://www.uwo.ca/finance/travel/train.html) Our reference # is 707009.

**Downtown Toronto Hotel**- Our new contracted provider for hotels in downtown Toronto is the Intercontinental Hotel located on Front Street. For booking information please go to [http://www.uwo.ca/finance/travel/hotels.html](http://www.uwo.ca/finance/travel/hotels.html). Purchase orders will be accepted for group accommodation. If you have any questions or concerns please contact Alexis Fowler at x88117 or afowler3@uwo.ca.

**Travel Agents**- Our contracted travel agents are Carlson Wagonlit and Carlson Wagonlit Ruse. Effective February 1, 2007 their ticketing commission rate will be moving to $22.50 from $20. This is the first rate increase in over five years. [http://www.uwo.ca/finance/travel/agency.html](http://www.uwo.ca/finance/travel/agency.html)

**Checker Limousine**- We are currently working with Checker to accept departmental speed codes. Until we get this system in place you can use either a standing order, single purchase order or an expense report. The best option if you have multiple transactions with Checker is a standing order as this eliminates the requirement of having to do a Purchase Order for each invoice that you receive.

**Travel Forum**- A travel show is being organized for Friday, March 23, 2007 from 10:00 am to 2:30 pm in the Great Hall at Somerville House. All current travel and hospitality providers are being invited so you can discuss your requirements and issues directly with them.

WESTERN OFFICE SUPPLIES INVENTORY

Western Office Supplies will be closed April 26 - 30 for inventory. We will not be accepting any orders on these days. The last day to place an order is Tuesday, April 25. We will re-open on May 1 at 8:00 am with regular hours applying. Please order early to make sure that any orders you need will be processed on time. For any questions please call x88122 or send email to wos@uwo.ca.
ASSET DISPOSAL SALES

As the commissary cash and carry is now gone, furniture and other assets can be sold through the asset disposal program. If you have items for sale please fill out an asset disposal requisition (ADR) and send it to Purchasing, room 232, SLB. All items for sale will be listed on the web and open to the public. When submitting an ADR please indicate a contact name that interested buyers can call, along with the room number and building for viewing. Items will be posted for two sales. If there are no successful bidders the item will be removed from the sale listing and the department will have to consider alternate options, i.e., scrapping or donation.

If you have electronic material for scrapping, i.e., computers, hard drives, modems, fax machines, and printers, place these units at your loading dock for pick up by Physical Plant. For large quantities please call x88717 for container supply. If you are disposing furniture that you cannot sell, call the work control centre at x83304. Charges may apply for removal or transfer.

For asset disposal forms, bidding forms, and more information on Asset Disposal please visit our web site at http://www.uwo.ca/finance/purchase/asset-menu.html, or contact Jennifer Maxwell at x84580.

INVOICE RECEIVED ORDERS

Purchasing is currently sending notices to suppliers who consistently accept orders from the University without a purchase order. We are trying to reduce errors and duplicate shipments. It is University practice to always issue a Purchase Order in advance of receiving your goods. If you require training or online access to UWO Financials please contact Lilly Ross at X84575 or lross@uwo.ca.

WESTERN OFFICE SUPPLIES NOW STOCKS HAND SANITIZER

Cold season is here and many offices and lunch rooms are not close to a wash room for people to wash up. Western Office Supplies now carries the #1 rated instant hand sanitizer, which kills 99.99% of most common germs that may cause illness. No water or towels are needed. Containing aloe and specially formulated with moisturizers, it makes hands feel soft and refreshed without stickiness or residue. This helps reduce the risk of healthcare acquired infections, and can be used to supplement hand washing where soap and water are not readily available, such as lunch rooms, staff lounges, or at your desk. Western Office Supplies stocks the 236ml gel and the 400ml foam hand pump bottles. Please call X88122, email us at wos@uwo.ca, or use our web form at http://www.uwo.ca/finance/forms/csordfrm.html to place your order or if you have any questions.

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 will be sending 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 a convenient time for training. http://www.uwo.ca/finance/people/e_req/

CALEDON LABS

Caledon Labs is our contracted supplier for chemicals. Visit their new web site at www.caledonlabs.com.
DEPARTMENTAL SIGNING AUTHORITY

It is important to keep your departmental signing authority sheets up to date. In the case of vacation or extended absence of a delegated individual please notify Chris Stevenson at x84585 or ecsteven@uwo.ca. For copies of the form please visit our forms site at http://www.uwo.ca/finance/forms/index.html.

GIFTS AND AWARDS

Canada Revenue Agency has very specific rules regarding gifts and awards to employees. Employees may receive up to two non-cash gifts per year, tax free, for special occasions. The cost of the non-cash gifts must be less than $500.00 (including PST and GST) per year. Gift certificates and gift cards are considered to be cash and are therefore taxable benefits to the employee. Therefore, the purchase of gift certificates or gift cards for employees is prohibited.

LOCAL CAMPUS MOVING

Do you need to move office furniture or your lab to another area? We now have online booking for local campus moves with Campbell Bros. Movers Ltd. Simply go to the Western Move Booking web page at http://www.campbellbros.com/western/ to book your move. Fill out all the information required including your speed code for billing.

LOOKING UP PURCHASE ORDER NUMBERS

There are many ways to look up your purchase order number from an Electronic Requisition in UWO Financials:

1. Use your tracking number:
   - You will be able to see your PO number only after the purchase order has been dispatched (sent to the vendor).

2. Use your reference number:
   - You will see your PO number quicker but it may not have completed the dispatch process.

More information and documentation for Electronic Requisitions and AP/PO Inquiries can be found at http://www.uwo.ca/finance/people/.

WELCOME NEW PURCHASING STAFF

Please welcome some of our new staff members:

Helga Alcorn – Senior Buyer; Building & Maintenance

Paula Granger – Junior Buyer; Computer & Business Products

Wafa Ghonaim – Senior Buyer; Research

PURCHASES FROM CANADIAN TIRE

We recommend you use your Visa P-card rather than a speed code with Canadian Tire in Hyde Park. This will ensure a smoother transaction and fewer invoicing issues. If you require a Visa Purchasing Card please contact Alexis Fowler at x88117 or afowler3@uwo.ca.