SCIENCE AND TECHNOLOGY EQUIPMENT EXHIBITION
The Purchasing Department at the University of Western Ontario is hosting a Science and Technology Equipment Exhibition, Monday, May 14, 2007 from 10:00 am to 3:00 pm at the Great Hall.

This will be a great opportunity for the research community to meet with the scientific suppliers and discuss their latest in technology. More information will follow shortly and will be posted at http://www.uwo.ca/finance/purchase/wbuys/sci/exhibition.html

EPPENDORF REAGENTS
Inter Medico has recently been awarded distribution rights for the Eppendorf reagents. For more information please contact Darla Bean at dbean@intermedico.com, or phone 905-470-2520 X305.

PURCHASING CONTACT NUMBERS
Our direct number, 519-661-2038, will be disconnected in the next few months. Please see our web page below for our up-to-date contact info: http://www.uwo.ca/finance/purchase/pur-peop.html External callers will go through the main number, while internal callers will use direct extensions.

INTERCONTINENTAL HOTEL
For individuals booking accommodations through the Intercontinental in downtown Toronto please be advised that our valet parking rate on the web reservation system is incorrect. Please ensure the correct valet parking rate of $15 is applied at the desk.

ASSET DISPOSAL
In our February edition of the Purchasing Post, our article ‘Asset Disposal Sales’, advised you on how to dispose or transfer of any electronic equipment. Since that time we have been advised on the proper disposal of your hard drives.

Before disposing of your hard drive you should follow the ‘Current Recommended Practices for Destroying Data and/or Data Devices’ located at http://security.uwo.ca/disposal/ComputerDisposalBestPractices.htm

After completing the guidelines you can bring your recyclables down to your loading dock for pick up. The instructions for this process are also noted on the web page. See our ‘Green Corner’ in this edition for other opportunities.

WESTERN OFFICE SUPPLIES INVENTORY - REMINDER
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 require will be processed on time. For any questions please call x88122 or send email to wos@uwo.ca.
CAR RENTAL INSURANCE
Our insurance company has noted that any vehicles rented for business purposes must have The University of Western Ontario listed as the primary renter on the rental agreement. Putting the University as the primary renter ensures that if there is an accident, our insurance company will pay for the damages. If the individual renter is listed first on the rental agreement it may be up to your personal insurance company to pay for any damages should you be involved in an accident. Enterprise, our preferred supplier, has been made aware of this new policy and is working to ensure their staff is notified of this change.

PAPER PURCHASE ORDERS
As of May 1 Purchasing will no longer accept the paper form of the Purchase Order for regular orders. In all instances requisitions are to be via our web based online PeopleSoft ordering system. The paper forms will only be accepted for CFI (Canadian Foundation for Innovation) and radioactive orders.

If you require access and training for PeopleSoft, please contact Lilly Ross at X84575 or lross@uwo.ca.

Other forms of payment can include systems contracts and the Purchasing Visa Card. A list of contracted suppliers can be found at http://www.uwo.ca/finance/purchase/supply.html.

Any questions on the correct Purchasing process or tool may be directed to Lilly Ross as above, or Alexis Fowler at X88117 or afowler3@uwo.ca.

YEAR END
Year end is coming up soon. Most of us have received the year end dead-lines but if you haven’t please see our web page at: http://www.uwo.ca/finance/2007yearend.pdf

TRAVEL SHOW
Thank you to all of our vendors and attendees for making our Travel Show a huge success. Close to 400 individuals attended the show along with 15 of our preferred travel vendors. Travel show attendees had the opportunity to meet with representatives of these companies to ask any questions as well as find out about any services they may not have been previously aware of. A great day was had by all and we look forward to doing it again!

Congratulations to our prize winners!

Prizes at the show were donated by:

- Carlson Wagonlit Ruse
- Station Park Inn
- Hilton London
- Western Office Supplies
- Via Rail
- Ivey Spencer Leadership Centre

The winners were: Joella Moore, Carol Brookbanks, Judy Penchuk, Mike Mosley, Jenn Holburn, and Alcina Stoetzer.

P-CARD AND STANDING ORDERS
This year we would like to encourage P-Card Holders to 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 include:

- Cell Phone Bills
- Internet Bills
- Tea and Coffee deliveries
- Bottled Water

If you have other items you currently purchase on standing orders and would like to consider using your P-card in place of a Standing Order, please contact Alexis Fowler in Purchasing, x88117 or afowler3@uwo.ca
PRINTING TIPS

When printing on our new Toshiba copiers please take into consideration your final product. Can this be double-sided? If it can, here is the link to the website with instructions on printing double-sided:


• From here go to e-STUDIO 281c/351C/451c
• Then to the "Printing Tab"
• Then to the "Advanced Printing" link
• Two-sided printing is the first topic discussed

HELPING OTHERS BY DONATING OUR OLD COMPUTERS

We have a process in place to provide used computers to institutions in Kigali, Rwanda. If you have any available, or will have, as part of an upcoming replacement, please contact Paula Grainger, pgranger@uwo.ca or X84583.

SURPLUS EQUIPMENT

There are two VarianTechtron Atomic Absorption Spectrometer AA-5, and a PYE UNICAM GCV Chromatograph for free. These are old but in good condition. If you are interested in these items please contact Don Hayden at dhayden@uwo.ca or X86849.

TEMPORARY ACCOMMODATION

We have a process in place with CAP REIT to provide one and two bedroom apartments, either furnished or unfurnished, for short periods, such as three months, for a very reasonable price. If you have visiting academics, new hires, or graduate students in need of such short-term accommodations while they arrange permanent housing, please contact Alexis Fowler, afowler3@uwo.ca or X88117.