Scientific Supplies and Chemicals

Western’s new contract for Scientific Supplies and Chemicals commenced on October 1, 2007 with the following suppliers: VWR, Fisher Scientific, and Caledon Laboratories.

Orders to these companies may be placed by phone, fax, or on-line, using your speed code instead of a purchase order. All shipments from these suppliers will have a priced packing slip included. Please ensure that these packing slips are sent to your administrator for reconciliation of your accounts.

Fisher Scientific will provide an additional 1% discount when you order using their on-line system. Training is available from Fisher to anyone that wishes to take advantage of their on-line system.

Contact Information:

**VWR International**
Web: [www.vwr.com](http://www.vwr.com)
Phone: 800-932-5000
Fax: 800-668-6348
Sales Rep: Mark Hawryluk

**Fisher Scientific**
Web: [www.fishersci.ca](http://www.fishersci.ca)
Phone: 800-267-1000
Fax: 800-463-2996
Sales Rep: Mike Thibeau

**Caledon Laboratories**
Web: [www.caledonlabs.com](http://www.caledonlabs.com)
Phone: 877-225-3366
Fax: 905-877-6666
Sales Rep: Brian Finniss

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.** For this reason purchases of gift certificates or gift cards for employees are prohibited.

On-Line Travel Expense Reports

As of September 2007, approximately 60% of faculty and staff are using the On-line Travel and Expense system to process their claims. Feedback from campus users has been very positive. Electronic funds transfer (i.e. direct deposit to your bank) is now available as a payment option.

For more information, or to find out how to access the On-line Travel and Expense system, contact the administrator for your department. To try our on-line training tools, go to [http://www.uwo.ca/finance/people/](http://www.uwo.ca/finance/people/).
Radiochemical Update

GE Healthcare will discontinue production of all products with the short-lived radioactive isotopes, 32P, 33P, 35S and 125I. This includes nucleotides, nucleosides, amino acids, receptor ligands and custom products labelled with the above isotopes. The final date that orders may be placed for these products is November 28, 2007. GE will continue to manufacture their 14C and 3H products listed in the general catalogue.

PerkinElmer has made recent upgrades to their manufacturing facility of over 10M to accommodate researcher’s needs. PerkinElmer has a tool that will help with cross referencing GE catalogue numbers to PerkinElmer catalogue numbers. Most of the compounds are available and currently on our quote. Please see PerkinElmer’s website at: http://las.perkinelmer.com/RXR

Bio-hazardous Materials Reminder

Your bio-safety approval number must be included on purchase orders for Level 1 or Level 2 biohazards. When ordering bio-hazardous material, use the on-line purchase ordering system located at www.uwo.ca/finance/people/. In the “Comments to Purchasing” tab, include your name as the Researcher and your bio-safety approval number. This is a requirement from Occupational Health and Safety and must appear on all your bio-hazardous orders. For more information on ordering bio-hazardous material please contact Jennifer Stanley in OH&S at x81135.

Farewell and Best Wishes to Peter Jeffs

Peter Jeffs has accepted a new position as the Administrative Officer, Faculty of Law, commencing this November.

Peter has a long and outstanding history with the Purchasing Department and will be greatly missed by everyone. This new position offers significant opportunities for Peter and we would like you to join us in offering our congratulations and best wishes to Peter in the future.

Message from Quorum Technologies

As you may be aware, Apple is planning a major upgrade of their current Operation System from OS 10.4 (Tiger) to OS 10.5 (Leopard). This should prove to be an exciting 64 bit operating system and our partners are working hard to ensure compatibility with this system.

However, as with all new releases there are often issues with the initial release, so we STRONGLY RECOMMEND that you DO NOT UPGRADE any of your systems that are currently using any software or hardware that you've purchased from Quorum Technologies until we have tested and approved your configuration.

Please do not hesitate to contact Quorum Technologies at info@quorumtechnologies.com should you have any questions.