

The Purchasing Post

On Campus Services

Whether pinching a penny or stretching a dollar, utilizing campus services is one way to obtain services quickly and support the University in general. Are you familiar with:

Photographic Services – K-State Photographic Services provides professional photography at reasonable prices to the university community. Services include portraits, special events, research photography, restoration, etc. Web address is www.k-state.edu/photo; phone is 785-532-6304, e-mail is photo@k-state.edu.

Printing Services – K-State Printing Services is the campus printing specialists. They are a full service printing, copying, and bindery production facility with one location in the K-State Student Union and the main print shop on Corporate Drive. New services include the ability to scan oversize materials, up to 42 inches, in black & white or color. Plus be aware that there are new postal regulations for mass mailings. Printing has a booklet available for your information on these new regulations and will be happy to send you the info. Website is www.k-state.edu/printservices; phone is 785-532-6308; e-mail is printservices@ksu.edu.

Office Supplies – K-State Office Supply Store is located on the Ground Floor of the K-State Student Union and is for the use of university departments **only**. They stock State of Kansas contract and State Use catalog items. The Office Supply Store also makes deliveries and it's best to call ahead of time. Special order services are available, too! Hours are normally 9am to 5pm, Monday through Friday. Phone is 785-532-6585, e-mail is ksuoss@ksu.edu.

Telecommunications – Need a phone, radio, computer repaired, information technology help in general? The K-State Computing & Telecommunications Services (CTS) is the place to contact. Their mission is to: "...provide a reliable, secure, high-performance information technology infrastructure for computing, networking and communications in a proactive, collaborative, service-oriented, customer-driven, cost-effective manner in support of the university's teaching, research, and service mission". Web-site is www.k-state.edu/cts; phone is 785-532-7001; e-mail is cts@k-state.edu.

If your department has a service that needs to be promoted to the rest of the campus, please send me the details and I will include them in a future newsletter.



Coming and Going

~ Good-bye to Lisa Hund ~

Purchasing Office's part-time student worker, Lisa has been a part of our office for the past four years. Whether it is answering the phone, handing out reimbursement checks, filing files, or creating the Purchasing Post, Lisa has been an able and pleasant worker and friend.

Lisa is leaving us to begin her student teaching program this spring with graduation in May. Thank you for all you have done for us, Lisa. We will miss you but wish you the best of luck for the future. We have every confidence that you will do well.

~Welcome to Stephanie Tolbert~

The newest voice on the phone in Purchasing is Stephanie Tolbert our new student worker in the Purchasing Office. Welcome aboard Stephanie!

