

The Purchasing Post

More Changes

1.) End of an Era – As announced earlier, the KSU Office Supply Store is closing its doors on November 30, 2010. After forty years of operations, the need for an on-site office supply source has diminished considerably. Thank you to the Union and Sandy Barnes for operating the Store on the University departments' behalf for so many years.

Inventory will be allowed to run out. All sales are final. Orders for special items are still possible through Monday, November 1. Deliveries will still be made through Friday, November 12.

For future needs, departments may order the State Use catalog items directly from Cartridge King, Envision, or Ketch. Cartridge King will pick up empty cartridges directly from the departments, too. They are on campus on Wednesday & Friday and will stop for a pick-up whether it is one empty or twenty. State Use catalog items may be purchased from Staples, too, along with all the other types of office supplies. Scantron test sheets will be available at the K-State Union Bookstore. Campus directories are available from Student Publications and the Bookstore. Memo pads, routing slips, etc., are available from Printing Services.

2.) K-State Telecommunication's contract with US Cellular expires on December 31, 2010. All departments who have cell phone service with US Cellular through Telecommunications will need to obtain service with a cell phone company directly, assuming the cell phone service is still needed. The State of Kansas has established contracts (#12344) with four separate cell phone service providers, Verizon, AT&T, T-Mobile, and Sprint. Attached is a sheet with contact details for setting up new service. Questions about cell phone use in general? Refer to PPM 6320.050.



Welcome

Please welcome Cathy Oehm to the Purchasing Office as the new Procurement Officer II.

She hails from the Denver, CO area and worked as a buyer for the Douglas County CO School District, Nutrition Services.

Cathy is from the Marysville, KS area originally and is a K-State graduate.

She will be handling the bidding process for items under \$50,000.

Contact info is cathyo@k-state.edu or 532-1859.

