

The Purchasing Post

Department Spotlight – Facilities Central Mail Services

Facilities Central Mail Services (CMS) has a mission! CMS desires to provide Kansas State University with incredibly efficient, economical, and courteous mail service. Services provided by CMS include: picking up, sorting and distributing interdepartmental mail, metering postage onto USPS, UPS, and FedEx outgoing letters, parcels, and packages, and preparing hazardous material for shipment.

Why does it make sense to use CMS? With over a century of mailing and shipping experience, here is what CMS can do for you:

- Liaison between USPS, UPS and FedEx, saving valuable time. CMS is the University's advocate with these vendors.
- Rate shop to achieve the most economical rate for the desired delivery objective.
- Ensure that departments are not overpaying or underpaying postage due to mail piece size, shape, and weight. Rates and regulations change annually, at a minimum. CMS employees remain current on these changes in order to process your mail accurately.
- Centralizing USPS, UPS, and FedEx mail and shipment processing through CMS enables us to capitalize on postage savings opportunities based on volumes, which benefits the entire university.
- Packages weighing more than one pound have to be presented to a USPS window... unless processed through CMS.
- Audit UPS and FedEx invoices for service failures, obtain postage refunds, and remit them to our campus customers.
- If any package/parcel is processed through CMS and is damaged, CMS handles the insurance claim process with USPS, UPS, and FedEx.
- Centralizing mail and shipment processing through CMS reduces the number of times USPS, UPS, and FedEx vehicles are on campus, optimizing the safety of pedestrian traffic and reducing the University's carbon footprint.
- Centralizing UPS and FedEx mailing and shipping through CMS reduces the number of individual accounts for the University; therefore, reducing the number of checks that have to be cut in order to pay each of these individual bills. Each of these individual checks costs the University approximately \$10.00 to prepare.



Farewell & Good Luck!

Stephanie Tolbert, one of Purchasing's wonderful student workers, graduated May 12, 2012. She found a job in Topeka, moving her closer to her family. Although it was difficult to see Stephanie leave after working for Purchasing for 3.5 years, we all wish her well.

Fiscal Year 2012 Wrap-up Dates

May 14, 2012 – Purchase Requisitions over \$25,000 due

May 29, 2012 – Purchase Requisitions under \$25,000 due

June 25, 2012 – Orders placed, funds encumbered

