

The Purchasing Post

Happy Holidays

Just some thoughts about the past year and the upcoming new year; no particular order or preference.

H – Holidays are here. Martin Luther King day is next and then it is a long haul to Memorial Day.

A – Auld Lang Syne. Sing a round & have a drink. Back to work on the 4th for most of us.

P – Purchasing Office is ready to assist with whatever is needed.

P – Payment. Important piece that follows purchasing.

Y – Yes; it is a word we strive to use a lot in Purchasing because we are here to help.

N – Negotiate. Have a complex project or service to be acquired? Negotiated procurement process may be the answer.

E – Everything from alcohol (IPA type) to Zimbra flows through Purchasing. Makes the job interesting.

W – Welcome to the new administration: President Kirk Schulz and Provost April Mason.

Y – Yo-Yo, the action of the economy. Currently in a downturn but it will come back up.

E – Environment; do your part to reduce, re-use, and recycle. Need more info? K-State's 2nd Annual Sustainability Conference is set for January 29.

A – Annual cleaning may begin. Must make room for the new files. Purchasing keeps bid files for five years and then it is time to purge.

R – Resolve to make 2010 the best year ever. Farewell 2009!



Office Supply Store

Due to budgetary concerns, the KSU Office Supply Store will be changing its hours of operation. As of January 4, 2010, the store will **open at Noon and close at 4:00 p.m., Monday through Friday.** KSU-OSS will continue to make deliveries to departments, as requested. The store will also continue to carry the usual inventory and assist the departments with special orders.

Sandy Barnes, who has cared for this operation over the past several years, will remain in this position. She will also be utilized in other capacities within the Union's operation in order to keep her in full time status.

Thank you to all the departments for your loyal patronage over the years and OSS looks forward to serving you in the months to come.

