

The Purchasing Post

LISTSERV

In this day of electronics, the “Listserv” is Purchasing’s primary method of sharing information. Contract updates, training workshops, memos, and newsletters (like the Post) are sent out to e-mail addresses registered on the Purchasing office’s listserv, which is called (wait for it) PURCH Listserv. Its primary target is University employees responsible for placing orders, setting up contracts, and any departmental staff involved in the purchase of consumables, equipment, and services. The BPC-L is the listserv for cardholders of the University’s procurement card. Being part of the BPC listserv is a requirement for being a cardholder.

However the listserv is not perfect in relaying information. People are still being missed or overlooked. Since University personnel are constantly changing, Purchasing relies on departments to share the listserv info with their respective offices. Plus we need dept’s to help enroll new employees as well as remove departing employees. Please help spread the information on our listservs and make sure the appropriate people are signed up. If it doesn’t reach the right people or it gets overlooked in the mass of e-mails received, then the listserv didn’t do its job. As a written reminder and for future reference, make a copy of this newsletter and put it in the file for new employees involved in the financial area.

Want to actually enroll? Go to www.k-state.edu/controller and under “Helpful Links” click on the “Controller’s Office ListSers and Descriptions” link.

Other Controller’s Office listservs are:

Cashiers (Cash-L): All department users who make deposits to the University Cashiers Office.

General Accounting (VAudit-L): EForms users who complete and submit Agency Payment Vouchers (APVs).

General Accounting (Travel-L): EForms users who complete and submit Travel documents.

Financial Reporting & Inventory (FASSETS-L): Inventory and fixed asset custodians and supporting staff.

Sponsored Projects Accounting (KSUSPA-L): Individuals involved with grants accounting or personnel cost accounting (cost sharing reports and effort reports).

Systems (FIS-L): Individuals who have access to the Financial Information System (FIS) and / or deal with monthly financial processes and reports.



Copiers

Copier Contract #12156
Have you sent your order yet?
Orders for the new Savin copiers from Century United are due September 30. (Oce if you are located in eastern or southern counties).

Have you made a decision on what to do with the hard drive in the current copier?

Century United will begin replacing equipment on the 1st of October.

Welcome to Sheila Polson
The newest voice on the phone in Purchasing is Sheila Polson our new student worker in the Purchasing Office. Welcome aboard Sheila!

