

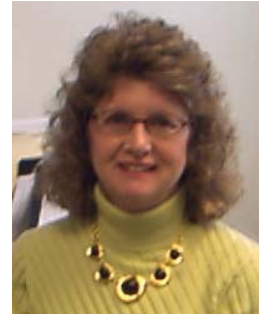
# Purchasing BUYLINES

February 2009

## Cost Savings

In an uncertain economy, we are all tasked with working more efficiently and effectively and each of us has to think about ways to reduce costs in our personal lives and at work. While this is an everyday goal of the Purchasing department, cost containment, cost avoidance, and cost savings are strategies that every employee can achieve. This edition of BuyLines contains information about how you can help to reduce costs in your department. When combined, our individual cost cutting efforts really do add up and they will contribute positively to the “bottom line” of the University.

Let us know what you are doing to save money and you may be the next American Idol (just kidding, but you could be the next featured cost-saver!). Send your cost saving tip to Tina Karol at [trkpur@rit.edu](mailto:trkpur@rit.edu) – it may be featured as the next “Savings Idea of the Month”.



Tina Karol, director

## How can you save?

### 1. Push back on automatic price increases

One of the more common practices of suppliers is to enact automatic price increases each year. When this happens, push back and don't automatically accept increases. Are you given automatic increases in your budgets every year for purchased goods? No, that just doesn't happen. Work with the supplier to try to avoid the increase and be sure to call Purchasing if you feel the increase is unwarranted. We will work with you to negotiate a better price with the supplier. You'll never know what you can get if you don't ask!

### 2. Scrutinize excess charges such as gas surcharges.

The price of gasoline has dropped. Has your supplier removed the gas surcharge from your invoice? Do not automatically pay the surcharge and ask for a reduction or an elimination of the surcharge.

### 3. Do not pay sales tax.

Check all invoices for sales tax and request a refund if you were charged in error.

### 4. Ask for multi-year discounts.

Are you going to be buying the same item over and over? If so, ask for a lower price if you can commit for a longer period. Most suppliers will be willing to extend the pricing for the security of knowing they can depend on your business for more than one year.

### 5. Buy RIT First!

Do you know what you can buy right here at RIT? Support RIT departments first. Business cards, letter heads, envelopes, special printing requests, and brochures, etc can be printed at the HUB. Do you need food for a special event

or a lunch meeting? RIT Brick City Catering can meet your catering requirements.

### 6. Use the RIT Inn and Conference Center.

Need a meeting room? Hosting overnight guests and conferences? Call the Inn FIRST when planning as the Inn can accommodate almost any size meeting.

### 7. This is a buyers market.

Remember you are in the driver's seat. Know your price points, know your budget, get competitive bids and do not pay a penny more than necessary. Call Purchasing when faced with a large purchase so we can help get you the best price. Remember the goal is NO PRICE INCREASES.

### *Savings Idea of the Month*

*The first employee to win Purchasing's new  
"Savings Idea of the Month" Award is*

**Debbie Spencer,**

*human resources CPD training and  
planning specialist*

*While Debbie was renewing a software contract  
she learned that the supplier had requested an  
8% increase over last year's price.*

*With some coaching from Purchasing,  
Debbie called the supplier and stated she was not able  
to absorb the increase in her budget.*

*The supplier relented and held the current price for  
not only this year, but for next year too!*

*Thanks, Debbie, for watching out for RIT  
and saving \$2,000!*

## *President Approves Office Supply Substitution Initiative with OfficeMax*

As part of the on-going cost cutting initiatives, we have directed OfficeMax to automatically substitute requested name brand office supplies with OfficeMax branded products. When OfficeMax has a direct replacement for a name brand item, you will be shipped the OfficeMax product automatically. Examples of the changes include:

**Toner Cartridges** – Whenever possible, OfficeMax will replace all orders for toner cartridges with OfficeMax brand remanufactured toner cartridges. This change will take place as soon as all replacement toner cartridges have been tested at our own CIMS testing lab for yield, compatibility and function.

**Post it notes, file folders, desk accessories, paper, writing instruments** – All direct replacements will be automatically shipped to your desk top. All replacements have been tested for functionality and approved for use.

OfficeMax has also reduced the number of options offered in their online catalog. By reducing choices to 2,000 of the most commonly used items, OfficeMax could aggressively negotiate better prices – they have passed their savings on to us. These changes will save RIT departments over \$100,000 per year!

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## *Do Not Buy Another Paper Clip or Binder Clip!*

The Controller's Office has tons (literally a whole cabinet full) of paper clips and binder clips that they would be more than happy to re-distribute. Remember all those clipped forms you send up to Accounting? Well, they save all those clips and now their cup runneth over. E-mail Gwen Gause at [gxgcto@rit.edu](mailto:gxgcto@rit.edu) and she will gladly send you as many as you need – at no charge!

## *Where Have all the Staplers Gone?*

Last year RIT departments collectively bought 306 staplers. Don't staplers last forever? I checked around my office and we have eight and no one can remember the last time we purchased one. Last year RIT bought 8,628 pens and 3,314 rolls of tape. I know some companies who removed pens and tape from their office supply list, refusing to buy them for their employees any longer. And, I know one company that makes employees turn in their dried out pen before they can receive a new one. While we're not suggesting that you go to these extremes, why not rummage through your desk and find those pens that roll into the corners before ordering more.

## *How Much Paper Did You Use?*

You had better sit down for this one....last year RIT bought 67,560 reams of 8 1/2 x 11 copy paper – an average of 22 reams per employee! Some copiers and multi-function machines can be set to copy and print on two sides, so use both sides of the paper whenever possible. Better yet, think twice before printing a document. Let's see if we can cut our paper consumption in half!

## *Is there really a surplus room on campus?*

That's correct. Purchasing is responsible for surplus furniture and equipment. In Building 99 we have a stash of desks, filing cabinets, tables, chairs, and other odds and ends. They are available for departmental use and our prices are dirt cheap (i.e. filing cabinets – \$5/drawer, tables – \$15, desks – \$25, chairs – \$5). Stop by Purchasing we'll take you back to the surplus storage to peruse the fine offerings. It's like going to a garage sale for the office – only better!

Purchasing BUYLINES is published by the RIT Purchasing Office, 124 Lomb Memorial Drive, Rochester, NY 14623-5608. Building 99.

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