

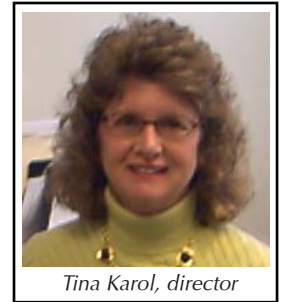
# Purchasing BUYLINES

August 2009

## Cost Savings Initiative

This summer edition of Buy Lines will focus on some topics that seem to come up frequently when talking with people across campus. Hopefully this newsletter will clarify some of our procedures. As always, please feel free to call or e-mail the Purchasing Office with your questions.

As many of you already know, Marlene Harris, senior purchasing agent, retired after 33 years of dedicated service to RIT. Having worked with Marlene my entire 12 years at RIT, I already miss her experience, knowledge and friendship. For now I'll just pretend that she's on vacation and due back any day!



Tina Karol, director

Marlene's responsibilities have been transferred to Marcia Barilla and Eliote Simpson. Marcia will be handling furniture orders and Eliote will be purchasing scientific, athletic, printing, and other miscellaneous items.

## *This Ain't Your Father's Toner Cartridge!*

After extensive testing at RIT's own Center for Integrated Manufacturing Studies (CIMS) toner re-manufacturing test site, I am happy to report that the OfficeMax remanufactured toner cartridges passed with flying colors.

Starting immediately, any HP toner cartridge that has an equivalent remanufactured (also known as "re-man") will be automatically substituted. All re-man toner cartridges will be 100% guaranteed to work at the same level or better than the HP brand they are replacing. This switch will yield huge savings to RIT's office supply budgets.

It is also important to be aware that it is illegal for a printer manufacturer to void a warranty if the original manufactured cartridge is not used.

## *Secure Flight Program*

The U.S. Department of Homeland Security (DHS) is in the process of implementing the Secure Flight program for air travelers. Secure Flight transitions the responsibility for pre-departure passenger watch list matching from the airlines to the U.S. Transportation Security Administration (TSA).

As this rule is implemented throughout 2009 and 2010, travelers/travel arrangers will be asked to provide the following data at the time of booking for each

### **Savings Idea of the Month**

*Please note that the savings of the month winner does not have to be the person or the department with the highest dollar savings; I also look at creativity and ingenuity!*

*The winner this month is **Mary Schwan** who suggested going online to promotional code sites. She has been able to get free shipping, money off purchases and percentage discounts.*

*She says a simple search on Google lists pages of sites offering codes for discounts on purchases.*

*Thanks for the great tip Mary!*

**Mary will receive a \$5 certificate for Ben and Jerry's.**

reservation:

- Full name (as shown on the government-issued
- identification the traveler plans to use at the airport)
- Date of birth
- Gender
- Redress number (if applicable)

Both Carlson Wagonlit Travel and Borrelli may request this info to update your profiles. Remember to book a flight using the exact name on the identification you are using at the airport.

For more information go to: [http://www.tsa.gov/what\\_we\\_do/layers/secureflight/index.shtm](http://www.tsa.gov/what_we_do/layers/secureflight/index.shtm)

Updates on airline checked baggage fees: [finweb.rit.edu/controller/travel/](http://finweb.rit.edu/controller/travel/)

## *Tips for Hiring a Mover*

Summer is a busy time for movers and the perfect time for many unscrupulous moving companies to take advantage. Don't get caught! RIT Purchasing suggest giving John Silvernail, Corrigan Moving/United Van Lines, a call (585 295-2232) for a price quote. Please keep the following in mind when working with a mover:

1. Never use an internet mover.
2. Never use a mover that does not physically come to the residence to perform a visual survey.
3. Never use a mover that asks for a deposit.
4. When comparing moving quotes, be sure to compare quotes with the same important details:
  - weight
  - packing (number and size of each box)
  - appliance servicing
  - full value protection/insurance with no deductible
  - extra stops, self storage, etc.

## *We've Got Surplus!*

Can't find what you need in the surplus warehouse at Building 99? We now have access to a second surplus site at NTID. Just email Gary Prokop at [gapppa@rit.edu](mailto:gapppa@rit.edu) with your request and he will show you what's available. The goal is to re-use and re-cycle--desks, tables, chairs, cabinets, etc. Gary claims you won't be able to pass up his deals...did someone say "free" for a limited time only?

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***Be sure to e-mail your cost saving ideas to [trkpur@rit.edu](mailto:trkpur@rit.edu)***

## *Change in Purchase Procedures at Office Max Retail Stores*

Many RIT employees who purchase supplies from OfficeMax were issued a Business Retail Card for use when purchasing office supplies in person at one of the Office Max retail stores. The purpose of this card is to assure that all RIT purchases are tax exempt, and ensures the buyer receives the same RIT discount that is granted when ordering online.

Unfortunately the tax exempt status of the card was misused and some employees were purchasing items for personal use and the appropriate sales tax was not paid. To ensure compliance and proper use of these cards, the process has been changed to automatically charge sales tax. If purchasing items for RIT use, you must now declare the purchase is for RIT use, remind cashier that the sale is tax exempt, and pay for the item with an RIT procurement card. All employees may still enjoy the benefit of the RIT discount as long as they are paying sales tax on their personal purchases.