

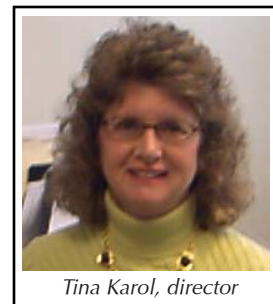
Purchasing BUYLINES

June 2009

Cost Savings Initiative

I am delighted and amazed at the number of thoughtful responses and cost savings initiatives that have occurred since the February issue of the Buy Lines newsletter. It is with great pleasure that I write this newsletter to report back to you with measureable savings from all across campus. It is very apparent that many of you have embraced the spirit of pulling together and working to reduce costs on campus. I hope that I will be able to report similar cost saving initiatives from across the campus in each Buy Lines issue.

On a personal note: My car needed some repairs and when I balked about the price, they gave me a \$30 coupon to use towards the bill. Remember this saying, "Everything is negotiable". Don't think you can negotiate? Take a cue from your kids; they negotiate everything from bed time, to homework, to play dates. Who hasn't heard this before, "Mom, just 10 more minutes in the pool"...that's a negotiation! Thanks you everyone for your feedback. Keep those savings ideas coming!



Tina Karol, director

What You Can Do to Help

Scott Canaan suggests NOT using automatic door buttons unless absolutely necessary. When people use this feature, the door stays all the way open much longer than when the door is opened manually. This allows heat in the winter, and air conditioning in the summer, to escape outdoors. This results in the need to heat or cool more than necessary.

Many people suggested cutting down on flyers announcing events and, instead, using e-mail announcements.

The **Controller's Office** switched their copier/printer to default to 2 sided copying; this change has already saved a significant amount of paper.

Purchasing changed their process to print purchase orders on an "as needed" basis only rather than making copies for their files.

Many departments have eliminated the purchase of napkins, paper plates, plastic silverware and coffee cups – employees now bring their own. The **Controller's Office** now buys sugar and creamer in bulk and refills their own containers.

Due to rising prices, FMS increased the price of coffee, but it's still a bargain! Another "green" tip from FMS-- place a spoon next to the coffee machine to stir coffee. That means no little plastic stirrers going to the landfill. It saves money and they've used the same spoon for more than 10 years – now that's teamwork!

Savings Idea of the Month

Savings of the Month Winner(s)

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!

This month there are two individuals receiving the "Savings of the Month" honor.

Craig Hauschild, housing operations: Housing needed a trailer and pump to haul water for watering plants, etc. A new trailer would have cost between \$3,000 and \$5,000.

*Craig found an old trailer and rebuilt both the trailer and a pump for around \$500, saving the University between \$2,500 and \$4,500!
Great job Craig; thank you!*

Willie Collier, FMS: Willie was reviewing invoices from our custodial supply vendor and noticed that fuel charges seemed excessive. Willie contacted Purchasing and we contacted the supplier who agreed to immediately reverse the charges.

Willie; thanks for scrutinizing supplier invoices.

Both Craig and Willie will receive a \$5 certificate for Ben and Jerry's.

Other Savings...

One phone call and working with **Fred White**, CIMS, we were able to remove all fuel charges from weekly uniform rental invoices.

Melinda Ward, risk manager, awarded a new annual contract for brokerage services and saved \$40,000!

Bob Finnerty, University News, negotiated a 7% savings on some media services and saved \$1,400.

The HUB worked with a University customer to ensure that their delivery schedule would be met, which not only kept the business at RIT, but saved the department \$5,000.

When the University's armored car service advised the University's Banking & Treasury Management Office of their intent to impose a 7% insurance charge on the upcoming contract renewal, **Ken Buckley** worked with Purchasing to find a new service. Switching to a new armored car service will save \$6,000/year.

Paper Clips & Binder Update

In the last Buy Line's we mentioned that Controller's Office was offering "free" paper clips to departments (to help them clear out their excess supply)? Well, Gwen Gause reports that she was able to fulfill requests for 17 departments. Think about it – that's 17 departments who would have had to otherwise pay \$\$\$ for those items. Gwen said to give her a few more months and she's sure her stockpile will build up again!

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