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# University of Connecticut

Procurement and Logistical Services

Fall 2005

## 125th Anniversary Logo Announcement

The University has designed a unique, commemorative logo in honor of its 125th anniversary celebration, commencing January 2006. Schools, Colleges, Departments, Faculty and Staff throughout the University are encouraged to begin using this logo, available immediately, on all letterhead purchases. If you select this option when purchasing letterhead, the 125th anniversary logo will appear in blue and gray in the lower right-hand corner of the stationery page, at no charge. Please visit the Purchasing website at <http://www.purchasing.uconn.edu/> for more information. For other uses of this logo, click on <http://www.uconn.edu/info/logos.php> for downloadable versions and usage guidelines. If you have questions about this logo and its usage, please contact University Communications at 486-1053.



## Purchasing Welcomes Tammi DiManno

Tammi DiManno has joined the Purchasing Department as our receptionist. Tammi lives with her husband and three children in Manchester where she previously ran a day-care for fifteen years. She is pursuing a degree in business administration from Manchester Community College. Join us in welcoming Tammi to the University!

Nancy Corrigan, who served as receptionist since 2001, is now on the Purchasing Card team, handling new responsibilities.

### Purchasing Department Promotions

Congratulations to Phil Lang and Kristin Allen who were recently selected from a field of outstanding candidates to fill two vacancies for Purchasing Agent I.

Phil has been with the University since October, 1994. Prior to joining the UConn Purchasing Department, he worked for the Department of Transportation for fifteen years.

Kristin joined the University in August, 1999 and since then has completed her bachelor's degree in business from Eastern Connecticut State University.

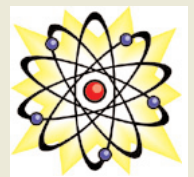
*Penny Guerin*

## Fisher Scientific to Sponsor Product Show October 12



Once again, Fisher Scientific will be sponsoring a product show featuring many of their top suppliers of lab ware, chemicals, bench top apparatus, and equipment. This is a great opportunity for those of you using these products in the labs to meet directly with the manufactur-

ers' representatives and obtain first hand information regarding new products and programs. Please mark your calendars and join us on Wednesday, October 12, 2005 in the Central Stores Building from 10:00 a.m. to 2:00 p.m.



*Cathleen Paquette*

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## Do You Have a Purchasing Card?

Cardholders don't have to wait for purchase orders to be issued; cardholders can get what they want when they want it. How's that for instant gratification? Some of the common items currently purchased by cardholders are:

- Scientific supplies directly with Fisher Scientific via their website
- Boise Cascade Office supplies via their website
- Software (non-contract)
- Books
- Computer supplies under \$1000.00
- Conference registration fees
- Subscriptions

The card is also a convenient and expeditious way to make allowed purchases at the Co-op. No CO-17 or BO-46 is required.

If you do not have a Purchasing Card yet, we encourage you to join 360 of your colleagues using this efficient and expeditious way to procure operational items. Please contact us for more information: Nancy Patrylak 486-2622 or e-mail [nancy.patrylak@uconn.edu](mailto:nancy.patrylak@uconn.edu)  
Nancy Corrigan 486-5924 or e-mail [nancy.corrigan@uconn.edu](mailto:nancy.corrigan@uconn.edu)

## FRS NOTES . . . ONLINE REQUISITIONS

New to the University, recently assigned to a new position, new duties or just need a refresher on how to process requisitions online using FRS? Additional valuable information can be found online in FRS regarding your purchase requisitions or purchase orders. If you are interested in learning more about the Purchasing Module of FRS please contact us:

Nancy Patrylak 486-2622 or e-mail [nancy.patrylak@uconn.edu](mailto:nancy.patrylak@uconn.edu)  
Nancy Corrigan 486-5924, e-mail [nancy.corrigan@uconn.edu](mailto:nancy.corrigan@uconn.edu)

## ONLINE RECEIVING

Are you tired of signing your receiving reports and sending them to Accounts Payable? Learn the efficient and effective method of online receiving and online invoice approval. Contact Terri Richard at 486-1643 or [terri.richard@uconn.edu](mailto:terri.richard@uconn.edu).

## DELIVER CODES – CHANGES AND NEW CODES

If you want to make permanent changes to your deliver code or set up a new code please send an e-mail to [nancy.patrylak@uconn.edu](mailto:nancy.patrylak@uconn.edu) stating your deliver code number and the changes you want to make.

*Nancy Patrylak*

## University Contract Updates

### New HuskyPC Models Available

The new HuskyPC model is now available on Dell's UConn Premier site. The new model is the Dell OptiPlex 620 and is available with the UConn custom image. For more product and ordering information, please see the links below.

For a product brochure on the OptiPlex 620:  
[http://huskypc.uconn.edu/brochures/gx620\\_brochure.pdf](http://huskypc.uconn.edu/brochures/gx620_brochure.pdf)

For instructions on creating a custom e-quote:  
<http://huskypc.uconn.edu/createcustomquotes.html>

Pre-configured system quotes:  
<http://huskypc.uconn.edu/standardsystemquotes.html>

For up-to-date information on all issues relating to the HuskyPC:  
<http://huskypc.uconn.edu/>

*Mick A. DiGrazia*

*University Information Technology Services*

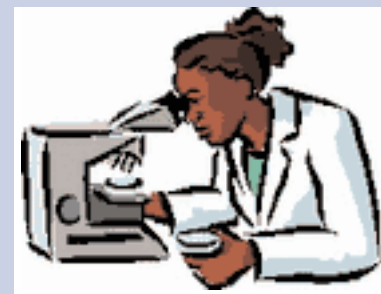
*The new generation OptiPlex models are lead-free, making them more environmentally friendly!*

### New Inside Dell Rep

Effective August 12, 2005 the new inside sales rep assigned to UConn for inside sales is Dyan Dahlberg. Quotes for nonstandard Dell configurations for research or special teaching purposes can be obtained by contacting Dyan by phone at (800) 274-7799 ext. 7249488, by fax at (512) 283-3970, or by e-mail: [dyan\\_dahlberg@dell.com](mailto:dyan_dahlberg@dell.com).

### Fisher Scientific Shipping Charges

Many of you may have noticed, especially if you order online, that you have been invoiced for shipping on some Fisher Scientific orders. These charges are associated with the purchase of non-catalog (therefore, non-contract) items. Fisher's online catalog includes all items that Fisher has access to, including products from third-party sources. These are suppliers with whom Fisher has limited or no pricing agreements.



Non-catalog items may be identified by the product number. They are designated with one of the following prefixes: NC-, 50-, 51-, 52- or 53-. We are responsible for shipping charges associated with purchase of these items. In many cases there may a comparable contract product available. Please contact our sales representative, Heather Bainbridge at 860-268-3226 (cell) or 1-800-955-9999 ext. 9142 (voice mail); or our on-site customer service associate, Bill Albro at 427-7658 for additional information.

For all of Fisher's regular product line, shipping, hazard materialous fees and dry ice fees are included in the price of the item.

*Cathleen Paquette*

# News from Central Stores . . . .

## New Catalogs Are Here!

The Central Stores 2005/2006 Catalog is now available! We have sent many customers catalogs already. If you have not received a catalog and need one for your department, please visit the Central Stores website, <http://www.stores.uconn.edu/>, and click on *Catalog (Hard Copy)*. Please complete the online form and we will quickly send the catalog to you.

Central Stores provides the University at Storrs and off-campus locations with nearly 8,000 frequently

demand office, maintenance, and laboratory supplies. Prices in the catalog reflect costs at press time and are subject to change without notice.

New items are continually added throughout the year. To check on all products available to date and for current pricing on stock items, visit our web site and click on *Online Catalog*. Pricing on stock items may change when new stock is brought in. Special Order items show the price as of the last purchase date. If current pricing is needed on a Special Order item, please call Janice Nash at 486-3627. And if you would like help finding a product, just give us a call at 486-3626. We'll be glad to help you find what you need.

## Catalog Tip: Check Out the Index

Need help finding an item in the Central Stores 2005/2006 Catalog? Please be sure to check out the blue index pages at the end of the catalog. You will find nearly every Central Stores item indexed, giving you the page number where your item is listed.

Still can't find what you're looking for? Please give us a call at 486-3626. We are always happy to be of assistance.

*Annemarie Ryan*

## Guidelines for Requesting Package Pick Up for Express Shipping from Central Stores

Central Stores ships out packages every day, including Federal Express, UPS, and DHL. To request pick up of your shipment, complete our online pick up request form. Just visit the Central Stores website, <http://www.stores.uconn.edu/>, and click on *Pickup*. Complete and send the online form; we will then schedule the pick up. Online pickup shipment requests received after 12:30 p.m. will be processed the next business day.

Please note that all items for shipment need to be properly packaged, addressed, and accompanied by a Transfer Voucher (BO-20). Fully completed Transfer Vouchers must be firmly attached to the package. If required, the shipment must also include the air bill.

If you have questions, or for emergency pick up service of same day shipments, call Steve Ducharme at 486-6297.



*Stephen Ducharme and Annemarie Ryan*

## Recycling and Disposing of Printer and Fax Cartridges

Used printer and fax cartridges should be returned to Central Stores for proper recycling. Recycling is good for the environment and beneficial to the University. Proceeds obtained from recycling printer and fax cartridges are used to offset the costs involved in recycling old University computers and other electronic equipment.

Central Stores does NOT pick up *copier* toner cartridges. You need to contact the manufacturer of the *copier* toner to determine how to dispose of the cartridge. The manufacturer will tell you if you may recycle the toner and where to send it for recycling. However, if the manufacturer indicates that the copier toner is a hazardous material, then you should submit a request to Environmental Health and Safety for a Chemical Waste Pickup. Go to the Environmental Health and Safety website,



<http://www.ehs.uconn.edu/serv.html>, and click on the link *Services*. Then click on the *Chemical Waste Pickup* form; complete and submit it to Environmental Health and Safety.

Central Stores will pick up used printer and fax cartridges on request. Just visit the Central Stores website, <http://www.stores.uconn.edu/>, and click on *Pickup*. Complete and send the online form; we will then schedule a pick up of your cartridge.

Other than completing the online form for pickup, no paperwork is necessary. Simply insert your used printer or fax cartridge inside the box after removing your new cartridge and give it to the Central Stores driver. Please write USED or RECYCLE on the outside of the box.

*Stephen Ducharme and Annemarie Ryan*

## *More News from Central Stores*

### **Fisher Scientific Returns**

When returning items to Fisher Scientific, you must call Fisher Scientific, 1-800-766-7000, to request a Return of Goods Authorization Shipping Label. Fisher will mail you the shipping label.



Please do NOT send your BO-800 vendor return paperwork to Central Stores as this is unnecessary and will only delay your obtaining the credit from Fisher. The BO-800 form for Fisher Scientific returns is for your department's use only. Do not distribute copies of it to Central Stores.

Other than shipping your return to Fisher, Central Stores plays no role in the processing of your credit from Fisher. Once you have obtained the Return of Goods Authorization Shipping Label from Fisher, please affix it to the carton you are returning. To request that Central Stores pick up the car-

ton for shipment to Fisher, please complete our online pickup request form. Just visit the Central Stores website, <http://www.stores.uconn.edu/>, and click on *Pickup*. Please complete and send the online form.

If you have questions, call Steve Ducharme at 486-6297.

### **Hazardous / Chemical Shipments**

Central Stores is now able to ship your hazardous materials and chemicals.

For shipment of hazardous materials and chemicals, Central Stores will charge departments the following fees: freight charges, cost of shipping supplies (boxes, packing material, tape, etc.), and a \$20.00 handling charge for each package being shipped.

If you have questions, please call Steve Ducharme at 486-6297.

*Stephen Ducharme and Annemarie Ryan*