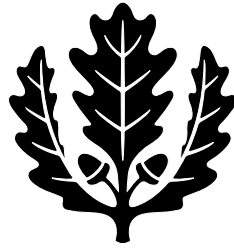


**HUSKY**

**BUYER**



University of  
Connecticut

Purchasing Department

November 2000

## University Staff Advised to be Alert for Telephone, Internet Selling Scams

As University departments become more involved in making small purchases, their exposure to scams involving telephone or Internet sales has increased. In the days when purchase orders were almost always used, these scams were less likely to succeed. But with the ease of using the University Purchasing Card, e-commerce and the like, individuals involved in obtaining supplies and services for their department should be on the alert.

Although there are many genuine companies that use the telephone and the Internet to solicit businesses, it is unfortunate that cunning con artists do also. These smooth telephone criminals try to sell businesses almost anything using polished scripts or pitches.

Most cons are for advertising space that does not exist, vacation packages that take you nowhere, inferior office supplies such as copy machine paper or toner, sham directory listings and bogus business guides. Even scholarships and financial aid scams exist on the Internet.

These Web site "hits" or phone calls are often followed by invoices, even if you do not agree to buy something. Whenever an invoice is paid, the prey is marked as an easy target and more phone solicitations will be made to that same department.

Here are some guidelines to use to avoid becoming a victim of these scams :

- Don't buy from new suppliers until their existence and dependability has been verified.
- Before you buy, ask for a sample of items being offered.
- Make sure all items or services are received before you submit invoices to be paid.
- Advertising space in an unknown business

directory should not be paid.

- If a caller solicits placement of an advertisement in an unknown publication and refuses to give information that can be verified - be suspicious.

- Unless you're sure you know with whom you're talking, don't give out any information about your office machines over the telephone.

- Ask for a callback number you can verify.

- Co-workers should be alerted to these precautions.

- Beware of exaggerated claims for services, products, or prizes.

- Watch for such phrases as "free gift", "wonderful prize", "area customer went out of business", etc. If they sound too good to be true, they probably are.

There are many scam alerts on the Internet and checking them may help you avoid being taken. Contact the Purchasing Department and talk to the buyer for that commodity. We may have run across similar scams before and we can check with the Better Business Bureau or other authorities, to see if the company is reliable.

There are two very good booklets put out by the Federal Trade Commission titled Five Steps to Avoiding Office Supply Fraud and Avoiding Office Supply Scams. Both are available at no charge from the FTC at (202) FTC-HELP

Or, on the Internet go to <http://www.ftc.gov/ftc/consumer.htm>.

About midway down the page in very small type is a line that states: "Instructions for Ordering Printed Copies of our Publications" the direct link for that is: <http://www.ftc.gov/bcp/online/pubs/bulkordr.htm>. You can print the form and fax it.

*William Hill*

## Welcome to the Purchasing Department

Greetings from the reception desk! When you call the main number at purchasing, 486-2619, we will do our best to assist you. Here are some of the ways that we can help.

### Are you wondering who to talk to about your question or order?

We will help you determine which buying team can help you with your specific questions and purchasing needs. There are seven buying teams responsible for the various commodities. Each buying team is comprised of a purchasing agent and an assistant. If you would like to see a listing of the buying teams and their commodity assignments, check out our Web site: [www.purchasing.uconn.edu/](http://www.purchasing.uconn.edu/). Click on "Commodity Assignments." (Or type: [www.purchasing.uconn.edu/commdity.html](http://www.purchasing.uconn.edu/commdity.html).)

### Do you need a tax exempt certificate?

The University is exempt from paying sales and use taxes on most commodities. In order not to charge tax, vendors often request a tax exempt certificate. If applicable, we provide the official tax exempt certificate directly to the vendor.

### Do you need a credit application information form?

If a vendor requests that you fill out their credit application form, let us know and we will provide the University's credit application information form directly to the vendor.

If a vendor asks you for a tax exempt certificate or a credit application, we will take care of the request for you. Just call 486-2619 and provide us with the following information: the name of the vendor's company, the address, fax number, and the name of the contact at the company.

Please note: Purchasing has the official tax exempt certificates and the official credit application information forms. Forms supplied by vendors will not be completed.

### Do your vending machines need to be filled or repaired?

Give us a call at 486-2619. We will call in your request to the appropriate vendor. Please provide us with the following information: the type of vending machine (soda or snacks), the location of the vending machine, what is needed (a fill or repair), and your name and phone number.

*Annemarie Ryan*

# University Contract Updates

## Steelcase Furniture Price Increase

A price increase on the University's contracted line of Steelcase modular office furniture and seating took effect in August 2000. If you have quotations dated prior to August, please contact the BKM sales representative, Kelly Aston at 486-6809 for a revised quote. If you require an updated Steelcase Office Furniture Handbook (last revised July 99), contact Team 5.

*Kathy Joy*

## Stationery Price Increase

The price of letterhead, business cards and related stationery items increased effective July 1, 2000. Revised price lists can be requested by e-mail from Joyce Meehan at [joyce.meehan@uconn.edu](mailto:joyce.meehan@uconn.edu) or Penny Guerin at [penny.guerin@uconn.edu](mailto:penny.guerin@uconn.edu).

*Penny Guerin*

## Ordering Publications

A reminder regarding your publication orders: Publications for these purposes are defined as any book, magazine, periodical, reprint or copies thereof (including page charges), which have previously been published and are available for sale or for a contribution. They may be ordered in one of the following ways:

1. Books may be ordered through the UConn Coop.
2. Order by using your Procard, per the guidelines.
3. Purchase on Limited Value Purchase Orders (Q orders) up to \$999.99
4. For orders totaling less than \$2,000, send a CO-17 payment voucher to Accounts Payable or use the direct payment stamp.
5. Order through the Purchasing Department using a purchase requisition form.

*Publications as defined above should not be confused with printing or photocopying services.*

*Suzanne McDonald*

## First University Photocopier and Fax Show is Successful

Thank you to everyone who attended the photocopier and fax show at the Bishop Center on September 20. A special thank you to the Bishop Center staff and the electrical department of Facilities for their assistance.

Vendors who participated were A & A Office Systems, Connecticut Business Systems, Copy-Rite, Docusource, Ikon, Konica, Kyocera Mita (Advanced Copy), Minolta, Quality Office, Ryan Business Systems, Savin Corporation and Xerox Corporation.

The following people won doorprizes:

- Cheryl Bressette, Kinesiology - UConn Football Tickets
- Maryanne Brustolon, Pathobiology - Ricoh 35mm camera
- Judy Campo, Psychology - Umbrella
- Carolyn McEvitt, Finance - Konica 35mm camera
- Scott Pierson, Air Force ROTC - Sharp fax machine
- Lorraine Thurlow, Residential Life - Dinner certificate
- Barbara Woodward, Finance - Umbrella
- Barbara Zlotnick, Electrical Engineering - Mita laser printer

*Karen White*

# news & notes

## Streamlining Computer Procurements — Commonly asked Questions and Answers

**Q. What is the most efficient and cost effective means to order computer parts, components, peripherals, electronics and communication instruments costing under \$1,000, through the Internet?**

A. The Procard! Procurements from the Internet are probably the best deal for your dollar. However, most Web sites will not accept purchase orders, checks or money orders. Use the University Procard to save your department time and money.

**Q Departments now have the ability to process requisitions on-line in real time. With this capability, how quickly should the user departments send vendor quotes to the Purchasing Department?**

A. In order to take advantage of the new FRS capability to expedite purchase orders, users should immediately fax all vendor quotes to the appropriate buyer.

Most orders can't be placed until a price quotation is in

the buyer's hand. Remember that no matter how fast the FRS system works, quotes are necessary to complete the process.

**Q. When ordering a Dell "Husky" Standard PC do I have to specify the operating system on the requisition?**

A. You must specify either Windows 98 operating system or Windows NT operating system.

Previously, unless specified, configurations automatically were preloaded with Windows 98. Now the reverse is true - unless specified the new Dell "Husky" Standard 733, 866 and 933 configurations are preloaded with Windows NT, not Windows 98. To avoid confusion please state on the requisition the preloaded operating system you desire.

**Q. Is a Dell Web site pricing and configuration print out acceptable as a price quote?**

A. No. Dell Web sites, which allow interactive configuration pricing, do not have applicable University rates, discounts and signatures needed in order for a purchase order to be issued. If you send a Web site pricing sheet to Purchasing as a price quotation, it will be faxed to Dell for their formal approval and signature. This duplication of effort will add an additional two (2) days onto the delivery estimate.

The most expedient route for a price quote is to contact Dell directly and have their sale representative fax you a signed quote which you can forward to the Purchasing Department.

*Gary Weller*

## University Contracts - More Than Just Numbers or Don't Get Taken in by the Smooth Salesman

University Contracts are established to provide the University community with the overall highest quality merchandise, service and best prices for a given commodity. Over the last decade many of these contracts have evolved into true partnerships between the University and the contract vendors. The sales representatives are no longer just a voice on the phone. Many reps devote several hours each week to the University of Connecticut visiting departments to assist in problem resolution and to provide information about the availability of new product lines specific to a department's research.

Frequently non-contract vendors may call on departments as a means of establishing a client base and laying the ground-

work for the next contract bid. Although there is no law against this practice, departments should be aware that they are not authorized to enter into agreements for the procurement of goods or services and that the Purchasing Department is obligated to maintain the integrity of the established contracts.

A current listing of all University Contracts is available on our Web site. The information is listed by commodity and includes the names of the contract vendors and the expiration date of the contract. Departments should contact the appropriate buying team for additional information regarding a specific contract.

*Cathleen Paquette*

## Procedures for using the Employee Moving Services Contract

The University currently has a contract for household moving services for new faculty and staff. Five major moving companies are represented under this contract. The specific procedures and the Request for Reimbursement of Moving Expenses form are available through the Human Resources home page under "Moving expense policy". Departments may also contact Team One in purchasing for copies of the form.

Although there has been some confusion about utilizing this contract, there is a simple procedure to follow. When a department has hired a new employee who will be moving to this area, the steps below should be followed:

1. The department obtains a Request for Reimbursement of Moving Expenses form. This includes the formula which will be used to determine the amount which will be paid by the University.
2. The department provides the employee with the list of the University's approved contractors, who are local representatives of national companies. Regardless of the employee's point of origin, he/she must contact the representatives listed.

3. Per the terms of the contract, a minimum of three companies must be contacted to provide estimates. This requirement satisfies our obligation with respect to our bid threshold. All move requests must include three quotes as backup documentation.
4. The department submits a purchase requisition for the desired company in the approved amount along with a copy of the Request for Reimbursement of Moving Expenses form and the three quotes.

Note: The employee is not mandated to accept the lowest quote. Since the individual will be absorbing the balance of expenses not covered by the University, the choice is theirs.

The University is authorized to issue purchase orders only to the companies on contract. Should an individual choose to use another company, he/she will be responsible for full payment of their moving costs. A standard request for reimbursement would then be processed by the department for the amount that will be paid by the University.

Departments may contact Steve Grange at 486-4928 or Phil Lang at 486-2626 for additional information or guidance.

*Steve Grange*

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### Purchasing Department



## We've Moved!

By the time you read this we will be in our new location at 3 North Hillside Road.

Watch for an announcement of our open house to be held in January 2001. We look forward to showcasing our new offices.

University of Connecticut  
Purchasing Department  
3 North Hillside Road Unit 6076  
Storrs, Connecticut 06269-6076