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University of
Connecticut

Purchasing Department

Spring 2005

New Procedure Announced for Surplus and Transfer of Computers and Electronic Storage Devices

Central Stores and University Information Technology Services (UITS) have revised the procedures for surplus and transferring computers or electronic storage devices (including desktop, laptop, server, or hand-held devices). To comply with federal and state laws associated with confidential information, the University requires all departments to ensure that all data on computers or electronic storage devices are erased permanently prior to surplus or transfer. Specifically, the computers or electronic storage devices need to be purged of all confidential and/or sensitive data and of all licensed software.

To assist you with this 'electronic purge' requirement, a *Data Wipe Utility* package has been provided to all departments. The package contains instructions and a bootable CD and disk utility to wipe the hard drive of a computer clean. The utility will work on all Windows and Unix based systems that can boot from a CD or floppy and load a DOS environment. The utility will not work on Macintosh computers, but separate directions for cleaning Macintosh computers are included in the instructions.

More copies of the *Data Wipe Utility* package may be ordered from Central Stores, item number 78610005, for \$5.00 each.

In addition to using the "Data Wipe Utility" package, when surplus or transferring computers/electronic storage devices, departments must continue to complete and submit a Certification of Data Inaccessibility along with a Form ACT 39 (Transfer or Retirement of Equipment or Supplies). The Certification form is available online at the Central Stores website and the Form ACT 39 may be ordered from Central Stores, item number 72890033.

These procedures can be found on either the UITS Policy website, <http://itpolicy.uconn.edu/datawipe.html> or on

the Central Stores website, <http://www.stores.uconn.edu/surplus.htm>. In addition, you may contact the UITS Help Center at 486-4357 or Central Stores at 486-3626.

Wayne Landry and Annemarie Ryan

Guidelines for Purchase Orders for Printing Services

All printing, with the exception of official stationery, must be processed on a purchase order. Printing cannot be processed on a CO17, direct payment stamp, nor can an employee be reimbursed for out of pocket expenses.

Unless otherwise indicated on the requisition and quote from the vendor, all purchase orders for printing are written with the following amounts added to the base quote:

- *5% of base amount for overruns
- **10% of base amount for author's alterations

Thus, the pricing information on the purchase order should read as the following example:

Base quote:	\$1,500.00
5% overrun: allowed:	75.00
10% author's alterations:	150.00
Total amount:	\$1,725.00

*Overruns are extra copies of a job.

Historically (and legally) printers have been allowed to deliver and be paid for up to 10% of the original quantity. The University of Connecticut limits all overruns to 5% of the original quantity, unless otherwise specified by the requisitioner.

**Author's alterations refers to changes made to original artwork or copy by the department, after a job has been given to the vendor.

If you have questions regarding the guidelines for procuring printing services, contact Karen White at 486-2623 or by email at Karen.White@uconn.edu.

Karen White

Postings from Mail Services

The US Postal Service has proposed a 6% rate hike, effective early in 2006, with another possible in 2007, according to reports. The proposed increases are additional incentive to reduce 'undeliverable as addressed' mail, or UAA mail, as termed in the mailing industry.

Mailers agonize over the details of creating beautiful marketing pieces – the design, the weight of the paper, color and size. They work with the Bulk Mail staff to coordinate a wide variety of services from production to deposit at the USPS. The cost-conscious mailers also provide the Bulk Mail staff their mailing database so it can be matched against the USPS national address directory for deliverability. This USPS directory match will detect anyone who has moved in the last 18 months, and herein lies the success of marketing: reaching your intended audience.

Letter mail, the daily 'desk' mail that is not sent out as sorted-by-zip, or bulk mailing, but rather is full rated for its particular weight, has a mailer endorsement applied in the event it is undeliverable. In this case, the mail piece moves on to its new destination, while the USPS sends the University a copy of the mail piece with the new destination address. At present, this address update is provided for a fee of .70. After the appropriate department is assessed the .70 fee by Mail Services, the mail showing the new address is sent to the department. This new address should be used to correct your mailing database. If the corrections are not made, you will continue to mail to an undeliverable address, paying postage on the way out and paying .70 each time the update is provided to you. However, the USPS will not do this forever. The endorsement will provide this service for one year, after which the piece is returned as "forwarding order expired".

So, lets recap: you pay postage to send initially, pay a fee for the update, multiplied by the number of times you continue to use the undeliverable address, and get the piece back after one year. Meanwhile, you never reach your customer. Solution? Update your database with the new address that you paid .70 for, and to all bulk-mailers: let the Bulk Mail staff update, de-dupe and verify your list before you mail again!

I would be remiss if I did not reiterate that hand-written addresses take the slow boat in the postal stream – most of this mail lies in the USPS residual world, waiting for human eyes to process it. Please make every attempt to avoid hand-writing the address.

Thank you and Happy Spring!

*Nancy Popeleski-Smith, Director
University Mail Services*

University Contract Updates

New Onsite Dell Technician

Beginning in March of this year, John Mongeau joined Dell as the second onsite technician assigned to UConn. Jason Deary had served in this position since November 2002, but recently took a position with the University in Customer Support and Relations at Information Technology Services (UITS).

John lives in Massachusetts, where he worked previously as a computer/LAN technician and desktop support-administrator. He is available in Purchasing to assist UConn faculty and staff Monday through Friday from 8:30 a.m. –12:00 noon. He can assist in configuring systems, resolving delivery issues, checking status of orders or returns. Contact John by e-mail: John.Mongeau@uconn.edu.

Obtaining E-quotes from UConn's Dell Premier Site

E-quotes for the standard Husky PC, as well as other Dell products, can be obtained by following the instructions found on UConn's Husky PC Web site: <http://huskypc.uconn.edu/> Quotes must come from the University of Connecticut's Dell Premier site, *not Dell's Higher Education sites*. Quotes from our site will reflect the contract discounts, include shipping and desktop delivery. Only by purchasing a standard configuration are you guaranteed free on-site technical support through University ITS, tested and verified hardware and a 3-year gold service warranty.

Remember, you will need to save the e-quote to have a quote number assigned. An order cannot be placed with Dell without a quote number. Send the equote with your requisition to Purchasing.

If a nonstandard computer is required for research or special teaching needs, a waiver for nonstandard configurations must be completed and sent to the Purchasing Department. The form can be found online at:

<http://www.purchasing.uconn.edu/staff/images/NonStandardComputer.pdf>

Any questions regarding purchasing a nonstandard configuration should be directed to Penny Guerin at 486-2621.

New Inside Dell Rep

Matthew Bernstein is the Dell rep assigned to UConn for inside sales. Quotes for nonstandard Dell configurations for research or special teaching purposes can be obtained by contacting Matt by phone at (800) 274-7799 ext. 41136, or via e-mail: Matthew_Bernstein@Dell.com.

New Apple Rep

Fred Riley has been assigned as the new Apple rep for the University of Connecticut.

Fred can be reached by telephone:

(508) 870-0437 (W)

(508) 254-7242 (Cell)

or by e-mail: friley@apple.com

See Contract Updates on page 5

News from Central Stores

Which Central Stores Online Form Should I Use?

You may request many of the services you need from Central Stores at our website, <http://www.stores.uconn.edu/>. Online request forms are accessed by clicking on the links located on the right side of our homepage. To help you select the correct form, below are some guidelines.

MOVE FORM (link: Department Moves)

Use this form when you need help moving an office or moving your entire department. Also use this form when you need to move items from your location to another location.

This form should not be used when putting items in surplus. You need to declare the items surplus by mailing a completed Form ACT 39 (Transfer or Retirement of Equipment or Supplies) to Central Stores, Unit 6114. These forms are not online, but they are available for sale at Central Stores (item # 72890033).

SHREDDING FORM (link: Shredding)

Use this form when you need a pickup of your confidential documents to be shredded. Central Stores offers shredding service to University departments free of charge.

STORAGE FORM (link: Storage)

Use this form when you need to request a pick up of your items for storage at Central Stores.

PICKUP FORM (link: Pickup)

Use this form when you need a pick up of your items to be transported to Central Stores, including shipments, toner cartridge recycling, vendor returns, and returns of Central Stores stock.

This form should not be used to request pick up that involves moving items, surplus items, shredding items or storing items. (Please refer to the information above.)

ADDITIONAL FORMS

The Central Stores website has additional online forms for you to request the following: table and chair rental, poster board delivery, free shipping supplies, and our printed catalog. You may also use online forms to request that we stock a new item, report a stock item complaint, print and complete a certification of data inaccessibility (required for surplus computers) and convey your comments and questions.

For more information, please visit our website, <http://www.stores.uconn.edu/> or give us a call at 486-3626.

Annemarie Ryan

Central Stores Ordering Tips

To ensure timely processing and delivery of your Central Stores orders, the following are some 'must do's' when ordering your supplies:

- ❑ In addition to indicating the building where your order is to be delivered, also indicate the room number. This will save our drivers from having to search around the building to locate you, thereby speeding up the delivery of your order.
- ❑ For pickup orders placed online, state the date and time you want to pick up your order. You need to place your order at least two hours before coming to the warehouse to pick it up. If you want Central Stores to call you when the order is ready, state this in the 'order instructions' (notes) section. Bring a copy of your order with you.

- ❑ When ordering online, make sure you click 'Place Order' TWICE as prompted by the system. If you do not click 'Place Order' the second time, the system will not assign a number to your order and Central Stores will never receive it.
- ❑ The easy way to print a copy of your order. Click 'OK' at the "Order Number xxxxxx successfully created" screen. This returns you to the 'Order Inquiry' screen with a 'Print Order' option. Select the 'Print Order' button.
- ❑ You or someone in your department must sign for all Central Stores orders. The Central Stores driver is not permitted to drop off your order without a signature. The driver will present a manifest for your signature. By signing the manifest, you are not only verifying that you received the order, but also that you received the specific number of cartons stated on

the manifest. MAKE SURE YOU COUNT THE CARTONS BEFORE SIGNING! It is the easiest and most efficient way to rectify the occasional under or over shipment when it occurs, as opposed to days or weeks after you signed for the delivery.

- ❑ Check the contents of the cartons immediately. Customers sometimes indicate that certain items are missing from their orders only to later discover that other staff members removed them from the carton(s) before the orders were checked in.

For more information about the Central Stores ordering and delivery process, please visit the Central Stores website, <http://www.stores.uconn.edu> and click on the link 'Products/Ordering' or call our main number, 486-3626.

Annemarie Ryan

Confused About Copying and Addressing Services? Look No Further, the Answers are Here!

The Document Production Center has three units waiting to serve you:

Quick Copy:

- * Printing or Copying of documents.
- * Black print or color available.
- * Hard copy or electronic files accepted.
- * Extensive bindery services.
- * Call Debbie at 486-2022 with questions or for a price quote.

Unit Addressing:

- * Addressing of any internal mail (unit boxes) for University of Connecticut departments.
- * Database updated weekly.
- * No electronic version reproduced.
- * Call Debbie at 486-2022 with questions or for a price quote.

Inserting & Addressing:

- * Documents inserted into envelopes.
- * Mail pieces addressed with your database for your off-campus mail.
- * Get lowest postal rate by using automation non-profit rates.

Note: *Outside mail houses cannot process University mail without written approval from Lori Nye.*

- * For additional information, or if you have questions, call Vanessa at 486-4218.

Lori Nye

University Contract Updates

Continued from page 2

Work at Home Use for Symantec Antivirus

The University recently renewed the contract with Symantec for antivirus software. A new feature of the agreement is work-at-home use, which allows University employees to install a duplicate copy of the software on a home computer for as long as they remain employed by the University. The software can be downloaded via VPN/Proxy; telephone the UITS Help Center at 486-4357 if you require assistance.

Penny Guerin

Copiers

There is a new state contract for the acquisition of photocopiers. The contract can be used for the purchase of a machine or to participate in the 'Cost per Copy Program'. The contract vendors are A & A Office Systems and Ikon Office Solutions. For more information on the current contract, please contact Karen White at 486-2623 or email Karen.White@uconn.edu.

Reminder: If the lease on your photocopier is due to expire within two months, you should begin the process of selecting a new photocopier.

Stationery Orders

Reminder: The Purchasing Department needs to be notified if an authorized online stationery user changes departments or leaves the University. If you move to another department and will be responsible for ordering stationery, a new registration needs to be completed with the approval of your current department head/supervisor.

Karen White