

Purchasing and Business Services

Dollars and \$ense

Updates & Tips

Winter Issue 2008

2008 Supplier Showcase – GREAT SUCCESS!

Thank you to all who attended this year's supplier showcase. It was a huge success! We would also like to thank our Supplier Showcase Platinum Sponsors!

- **Dell Computer**
- **Dircks Moving Services, Inc.**
- **Fisher Scientific**
- **CCS Presentation Systems**
- **Corporate Express, a Staples Company**
- **Target Commercial Interiors, formerly Walsh Bros.**
- **Pride Printing LLC**
- **Staples Business Advantage**

Xerox 100% RECYCLED PAPER is now available at ASU Stores

ASU Stores now offers Xerox 100% recycled paper in addition to 30% recycled paper. Xerox 100% recycled paper is of the same high quality, brightness and weight as other papers offered at ASU Stores. The current price is \$5.85 per ream, and delivery is **next day**. Place your Stores Orders using stock number **PP905001**. Call 5-3772 or email asustores@asu.edu, if you need additional information, or assistance in placing your order.

ASU - Maroon, Gold and Green!

Small Business and Diversity Programs Corner...

Dave Scott & Associates (DSA) has been delivering quality workplace solutions, including a full line of educational furniture throughout Arizona since 1999. Besides offering the very best in furniture and office design, DSA provides complete project management, including installation, reconfiguration, and re-locations and cleaning services. DSA is a certified Disadvantaged, Minority and Small Business Enterprise and currently hold contracts including TCPN and Arizona State University.

Their mission is to deliver quality workplace solutions to a diverse group of clients while ensuring efficiency and exceptional customer service to establish long-term relationships that will grow with our organization.

Visit DSA's website to see a complete listing of offerings; including seating, white boards, training tables, site furniture, etc. www.davescottassociates.com or call 602.971.1600 for more information.

Please stop by the University Services Building, Purchasing and Business Services area (Furnishing Services) to see their new stack chair with a ASU logo.

Upcoming Events:

- Purchasing Boot Camp**
February 17, 2009
- P-Card Spring Training**
March 12, 2009

Articles Found Inside:

- Research Budget Tight—Shop at Lab Stores and save dollars
- Featured Buyer
- Stacie's Corner
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December 2008

Research Budget Tight—Shop at Lab Stores and save dollars!

Look over the 16 random items listed below. Lab Stores is lower by \$291.55 overall and the tax and freight is not even added in yet on the Suppliers prices.

Lab Stores SKU	Supplier	Supplier SKU	Supplier UOM (pack and case price indicated)	Lab Stores each price (includes tax & freight)	Supplier each price (does not include tax & freight)
79002266	Bio-Rad	161-3112	EA	\$170.65	\$329.65
79002260	Bio-Rad	161-3101	EA	\$140.35	\$124.50
11303500	VWR Scientific	50420-201	EA	\$23.82	\$31.39
11304500	VWR Scientific	50420-223	EA	\$44.57	\$34.98
10101000	VWR Scientific	24035-043	PK (12) \$24.62	\$1.95	\$2.05
10101500	VWR Scientific	24035-065	PK (12) \$46.04	\$2.30	\$3.84
10102000	VWR Scientific	24035-087	PK (12) \$51.46	\$2.19	\$4.29
10112000	VWR Scientific	286500002	EA	\$12.26	\$36.06
10206790	VWR Scientific	25384-156	CS (100) \$51.94	\$0.34	\$0.52
10215000	VWR Scientific	16151-049	CS (24) \$29.84	\$2.33	\$1.24
10217500	VWR Scientific	16194-008	CS (48) \$54.94	\$1.09	\$1.15
10220100	VWR Scientific	16180-091	CS (36) \$85.32	\$1.69	\$2.37
20408600	VWR Scientific	89000-298	PK (3) \$124.75	\$42.32	\$41.58
74000025	VWR Scientific	101319-396	EA	\$127.08	\$160.43
74000032	VWR Scientific	80511-394	EA	\$546.64	\$528.00
75000016	VWR Scientific	VW1468-07	EA	\$358.57	\$467.65
				\$1,478.15	\$1,769.70
				Lab Stores price you pay no additional costs	Supplier price you pay before tax & freight are added

On the above items (which were randomly selected) Lab Stores was \$291.55 lower than the other suppliers who still need to include tax and freight in their final price.



Featured Buyer

Phyllis Samuelson was born and raised on a farm in Northern New York State. She moved to the State of Arizona in the fall of 1993 after working for a school district for twenty-one years, ending her career there as District Treasurer. She worked at the Dysart School District before coming to ASU's West campus in 1995 as an accounting specialist, which included assisting the buyer in West's purchasing office. In 1997, she was reclassified as a Buyer Associate and was responsible for purchasing all supplies for the West campus. In 2002, she was reclassified as Program Coordinator, Sr. maintaining her purchasing responsibilities along with assisting the Director in coordinating activities for the Financial and Support Services area. In April, 2003 Phyllis was appointed Manager of Financial and Support Services. Continuing with all purchasing for West campus, she now supervises the following areas: accounting, student accounts, cashiering, travel, and A/P, along with being responsible for West campus Records Management. Phyllis has a degree in Business Management and C.P.M. certification.

Her hobbies include quilting and scrapbooking, along with spending time with her husband, two daughters and sons-in-law and three granddaughters.



Stacie's Corner

Q: May I accept a gift from a supplier?

A: It depends on the gift...

University employees may accept; unsolicited advertising or promotional material such as pens, pencils, scratch pads, and calendars, occasional business lunches or food and refreshments and other items of nominal or minor value (e.g., a box of candy or fruitcake) that are merely tokens of appreciation and not related to any particular transaction.

You cannot accept or solicit, directly or indirectly, anything of economic value as a gift, gratuity, favor, entertainment, or loan which is or may appear to be designed to influence official conduct in any manner, particularly from a person who is seeking to obtain contractual or other business or financial arrangements with the University (e.g. a vendor, who has interests that might be substantially affected by the performance or nonperformance of the employee's duty).

The "Entertainment Ban" established by the Arizona Legislature, ARS 41-1232.08, limits how ASU employees may accept tickets or admission to sporting or cultural events. This ban applies to an invitation if: (1) the event or activity is predominantly sporting or cultural, (2) there is an admission charge to attend which the ASU employee is not being asked to pay and (3) the person, entity or government entity that is extending the invitation is a Lobbyist or a public body that employs a lobbyist.

How do you know if someone or his or her employer is a lobbyist, you need to ask or check the Arizona Secretary of State's web site: http://www.azsos.gov/scripts/Lobbyist_Search.dll.

If you are unsure if a gift is permissible or not, you can decline it, pay for it yourself or contact the Office of General Counsel (480.965.4550) for advice.



Green Tips:

Did you know that what you eat raises or lowers your carbon footprint?

Yes, what we eat does impact our carbon footprint. Our average American diet uses a lot of energy because it takes a lot of fossil fuels to cultivate, package, market and distribute. The choices that you make about what you eat can dramatically reduce your personal carbon footprint. There are 10 ways you can make a difference, while improving your health. And, they are easy and often fun to do.

- Eat locally grown and produced foods. It's fresher and reduces shipping costs. Check out the Phoenix Farmer's Market.
- Buy grass-fed, natural and organic meats and dairy products
- Increase the plant-based proteins, such as beans, nuts, quinoa and sprouts.
- Buy Organic
- Eat fresh, unprocessed whenever possible.
- Add a filter and drink tap water instead of buying bottled water.
- Grow your own fruits and vegetables.
- Add new whole grains to your diet, such as brown rice, quinoa, spelt, kamut and other ancient grains.
- Reduce the amount of sugar and corn syrup by sweetening your naturally with fruits, fruit juices, honey molasses, agave syrup or stevia.

Vendor Number/Code Alert

RX documents are being created with the wrong vendor number/code. When creating an RX it is very important to check the vendor address on the VEN2 screen in Advantage, to ensure that the correct vendor number/code and alpha address indicator have been selected. Many vendors have multiple alpha address indicators, depending on the products or services being purchased. Please double check the alpha address indicator before entering it on your RX.

When the wrong vendor number/code is used on an RX, it has the potential to delay delivery of the products or services.