

Visit our Website at ww.kwantlen.ca/supply

**WE WOULD LIKE TO INTRODUCE OURSELVES TO THE
KWANTLEN COMMUNITY THROUGH A QUARTERLY
NEWSLETTER.**

DID YOU KNOW:

- ☀ We must withhold 15% tax from any U.S. vendor invoices where they have provided on-site service to Kwantlen. See our website for more information.
- ☀ A Sharepoint site has been set up with more information on the **NEW Independent Services Contracting processes** that will be implemented in 2012.
- ☀ Through effective competitive bidding **we saved:** The new Science Labs \$37,874.10 (63%) in their equipment requirements this fall; Ice Melt -\$3.12 per bag (20%) over the previous year; AV Equipment \$1,762.86 (10%) over previous costs;
- ☀ If you sign vendors contracts you are legally binding us to all of the terms and conditions they state. This may not be in our best interest.

When ordering by VISA please ensure the company you are ordering from puts YOUR NAME and Campus on the shipping documents.

We would love to meet with your area to provide information on our services. Call Luciana at 2236 to arrange at date and time

We try our best to maintain an average 48 hour turn around for processing straight forward requisitions. As we move into our holiday season and future busy quarter, please anticipate longer processing times.

Please contact supply@kwantlen.ca for all inquiries or questions.

**INTRODUCING:
Kathie Hicks, Senior Buyer**

Kathie's long history at Kwantlen and much valued knowledge is appreciated by the Supply Team. Kathie undertakes many of the complex processes we are involved in, such as construction tendering and contracting and convoluted and sensitive competitive bids.

She supports the team in our various roles from figuring out why all the MFD lights are flashing red, to researching new suppliers, to debriefing contractors.

*We can be found in rooms L2565, L2564, L2531, 2nd Floor, East Wing, Langley Campus
Phone: 604-599-2060, Fax: 604-599-2135, email: supply@kwantlen.ca*

2011 SUPPLY & BUSINESS SERVICES

Areas we have been involved in recently include:

- Langley Bldg. Envelope Repair
- E-classroom AV Equipment
- Prequalification Banking Services
- Ice Melt
- Construction of CAHS Langley
- Duct Vent Cleaning
- Server Wall Relocation
- Prequalification Wireless Infra-

Our Finance Department has graciously provided clarification on unused minor capital:

- ◆ Minor capital budget allocation from the operating fund is coded with ORG 96... (6 digits);
- ◆ By the end of the fiscal year (being March 31), if the department does, or has not, used up the budget allocation (i.e. with outstanding PO or not), the budget is rolled-over to the following year. This is done manually by budget and assurance.
- ◆ The minor capital budget allocation is effectively transferring funds from operating to capital.

If you have any further questions, please do not hesitate to send an email to Vivian Lee or Budget and Assurance.

Information for looking up prior years requisitions in **PO QUERY** is available on our website

We would like to ask your assistance in:

- * Please ensure any requisition sent to Supply & Business Services includes your **Room #, ORG Code and Account Code**. Additional information on how to provide the information we need on requisitions can be found on our website.
- * Please ensure you have a purchase order prior to engaging suppliers or contractors for goods or services. Not having one may delay payment to the vendor and they may no longer wish to work for us. See additional information we send to vendors, on our website, regarding purchase order numbers.

YEAR END PROCESSES AND DEADLINES

Kwantlen requires all goods and services purchased through your operating budget be **completed or on-site by March 31st, 2012** in order to be charged to this years budget.

We often times run into problems as people leave ordering their requirements until late February 2012. This creates enormous stress on our small department and we often cannot process the requisitions in time to allow delivery prior to March 31st. (See attached requisition volume statistics.)

In the economic downturn, our suppliers reduce inventory and therefore, sometimes, even if we place the order in time, they cannot supply the goods by the required deadline.

We encourage you to plan ahead and where possible, submit your requisitions in January 2012. Due to the high level of requests, we will process the requisitions in order of the date once all information is received ONLY.

We will not entertain or respond to requests for status, or for bumping one areas requirements up the queue.

All requisitions to be considered for inclusion in this fiscal year should be submitted with all of the required information by **MONDAY, FEBRUARY 06, 2012 AT THE LATEST.**

Requests for invoice payment will be low priority and processed last.

Attached: Requisition statistics year over year.

Requisition Volumes

