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

**DID YOU KNOW:**

The new **Tim Horton's** on Campus is the most recent successful Supply and Business Services initiative.

Between April and August of this year over \$12.0 million in contracts have been processed through Purchasing.

We lead interesting lives in Purchasing, as we are involved in contracting for construction projects to biology lab specimens.

This summer, the Printshop produced 6829 manuals for Kwantlen fall courses

If you purchased a parking pass and changed vehicles, phone Impark to update your information.

If you have been away for a while and cannot remember your password to access your Visa statement, click on the "Forgot password" link on the login page to have it sent to your email.

**INTRODUCING: Chris Hall—Buyer**

*Chris* has been with Kwantlen for just over two years. He is a Buyer in the Purchasing Department and is involved with many of the procurement activities including competitive bids for inert gas supply, energy manager services and abrasives for the Trades Welding Dept.

In his playtime, *Chris* is involved in the Musical Theatre community in the lower mainland and is an accomplished actor with a great voice.

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## 2010 SUPPLY & BUSINESS SERVICES (Jan 2010 - current)

### What we have done:

#### DEPT OPERATIONS

Use central point inbox for incoming work  
 Use implemented shared calendar  
 Use shared drive for information  
 Regular Department meetings  
 Use Generic "supply" email account  
 Developed Std CB document templates  
 Developed & Implemented Committed "BL" orders  
 Develop promotional material - Bus Booking, Parking,  
 CB Process, Courier, E-Inventory, Mail, Asset Disposal  
 Updated website  
 Implemented Blackberry mailing list  
 Participated in Employee Fair - August  
 Distributed Promotional material to selected departments  
 Updated Grand & Toy Accounts/delivery status  
 Updated parking website with maps/guidelines/forms  
 Many Professional Services General Services Agreements

#### VISA

Reviewed and updated accounts  
 Implemented process for deletion of old files  
 Reviewed new Access Online Program  
 Arranged for data to be reviewed by Finance

#### CONSTRUCTION

Successfully engaged 2 new architectural firms for Langley and Richmond projects

CB Small Project Contractors - 2010  
 CB Mechanical Modifications Bldg C  
 CB Bldg Envelope Fir  
 CB Bldg Envelope B & G  
 CB Langley West Wing  
 CB Richmond Library  
 CB Farrier Barn Washroom  
 CB 2nd&3rd Floor Surrey Main TI

#### COMPETITIVE BIDS

Piggybacked onto Prov CSA for Shredding  
 Letterhead  
 Envelopes  
 Gas & Cylinder Management  
 Abrasives - Welding Shop  
 CB Electrical Maintenance Contract  
 CB Toner  
 CB Audit Services  
 ISH Lab Equipment  
 E-Classroom Equipment (min 10 classrooms)  
 Vending Contract  
 Pouring Rights Contract  
 Apple Computer Store  
 Food Services Contract

#### BANNER

Implemented testing of WEBREQ  
 Implemented team testing of Banner 8.3  
 Implemented Banner Extender Solutions

### What we have yet to do:

Banner reports - needed  
 Small \$ order strategy  
 Contract Management system  
 Ongoing discussions with Finance  
 Ongoing review - BL/ST orders  
 Staff development program  
 Millenium Fast P-card module  
 Construction Delivery methods review  
 Bus Transportation process  
 E Inventory  
 Review process for professional services  
     contracts  
 Capital Request  
 Travelling Roadshow  
 On-line Science orders  
 On-line Nursing orders  
 On-line First Aid supplies  
 Furniture Standards  
 Secretariat Move  
 CB Moving  
 CB Waste Management  
 CB Janitorial Supplies/TP/PT  
 CB Outside Printing  
 CB Security Services (?)  
 CB Data/Cabling Contract  
 CB Banking Services  
 CB Student Newspaper (Journalism)  
 CB Athletic Travel  
 CB Athletic Teamwear  
 CB Sign Producing Services  
 CB Network Storage  
 CB E-Classroom Equipment  
 CB Viewbook Printing  
 CB Grounds Maintenance Contract  
 CB Backflow Preventor Relocation  
 CB Fire Hydrant Install  
 CB Mechanical Eng. Services HVAC Project