

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:

☀ **Tim Horton's** has **OPENED** on the Richmond Campus.

☀ Supply & Business Services **MOVED** to the Langley Campus at the end of May. You can find us on the 2nd floor, East Wing, Rooms L2565, L2564, L2531.

MANY THANKS to all those who came to our Open House, it was so good to meet the fine folks at the Langley Campus.

☀ We have added a drop box just outside of our door to leave any correspondence and requisitions after hours.

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.

INTRODUCING:

Luciana Abbott, Customer Support Assistant

Luciana is the person who keeps us organized and on track. She handles customer inquiries on many issues that Supply & Business Services is involved in. In addition, Luciana sets up new users on Kwantlen's P-Card program.

A fireball expeditor she ensures all outstanding correspondence is followed up on. She also bears the title "*Chief in charge of chair races*" for the department.

*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:

- Moving Services
- Investment Services
- Printing of the Idea Book
- Thin Client Technology
- Journalism Office Renovation
- Langley Science Lab Renovation
- Landscape Architects
- Interior/Exterior Signage
- Upgrading 13 MFDs
- Digital Media
- Inter-Campus Shuttle
- New Chemistry Lab equipment
- Demolition of Langley East Wing

In addition to Kwantlen Policies, public sector procurement is governed by many legal requirements as well as provincial and federal legislation, rules and guidelines.

In our striving for continuous improvement, the processes we will be reviewing over the next couple of months:

- P-Card limits
- Bus bookings for field trips
- Small Orders/Cheque Requisitions

We would like to ask your assistance in:

- If you are moving or changing CAMPUSES please advise Allen Burns (2139) alan.burns@kwantlen.ca so your mail can be re-directed to your new location.
- Also advise Sean Kehler (2958) sean.kehler@kwantlen.ca in order that your E-Print account can be updated for your printing requirements.
- If you are leaving Kwantlen, or upgrading your Blackberry, please return your old one to Supply & Business Services.
- Please ensure any requisition sent to Supply & Business Services includes your **Room #, ORG Code and Account Code.**
- We have added clarification to our processes for invoice payment on small value items. Please review our updated website for details.
- Over the coming year, we will be moving towards a P-Card system with 4 levels of authority—\$1,000, \$2,500, \$5,000 and \$10,000 (per month) and no transaction limit. If you have the need to move to one of these new levels, please fill out the application form on our website and forward it in the internal mail to Supply & Business Services