

GREEN INDEX

Supply Chain - Green Index Framework

In order to identify, track, coordinate and implement new processes to ensure that Kwantlen is adhering and modeling leading sustainability practices, the departments responsible to develop and deliver operational services to our students, faculty, staff and community are creating the following Supply Chain Green Index Framework.

IET, Facilities and Supply & Business Services are each developing various Green Indexes identifying opportunities, that in turn are evaluated and integrated quarterly and will form an integral part of Kwantlen's supply chain CO2 reduction requirements, and will ensure a standard measurement tool be established to calculate CO2 reductions for each indexed item.

Along with internal coordination of sustainable strategies, the Supply & Business Services department is actively engage in a shared service committee along with UBC, SFU, Capilano and Fraser Valley universities to evaluate and promote new sustainable procurement practices to ensure that environmental, ethical and economic issues are address in a consistent and responsible manner for the products and services required for the operations of all BC universities.

As of June 2009, the following Green Indexes have been initiated at Kwantlen Polytechnic University:

- Green Index for Supply & Business Services
- Green Index for Waste & Recycling
- Green Index for Energy Management
- Green Index for Information Technology

For More Information:

Please contact Supply and Business Services at local 2060

<http://www.kwantlen.ca/supply/green.html>
or email supply@kwantlen.ca



Supply and Business Services

kwantlen.ca



kwantlen.ca



Purchasing Services

Located on the Surrey Campus, the Purchasing Office works to support all departments on all campuses to help obtain the "right product, at the right price, at the right time".

Our Purchasing group; Buyer, Senior Buyer, Manager Supply Contracts and Director; have many years of experience working for Kwantlen in the Purchasing profession, will help you obtain Best Value for your department expenditures.

As a member of the Purchasing Management Association of Canada (www.pmac.ca) we subscribe to the Professional Code of Ethics. As a member of the BC Education Cooperative Purchasing Group (www.bcedco.ca) we collaborate with our Colleagues to implement best practices for our organizations. Please check-out the information provided in our website or contact us to find out how we can help you purchase supplies, equipment or services; obtain budget estimates, quotations, and proposals or help you establish annual standing purchase orders.

What Can We Help You With?

Please visit our website at the following link for further information regarding "how to" process your requirements in a timely matter.

<http://www.kwantlen.ca/supply/purchasing.html>

eCommerce

- Office Supplies & Stationery– Buying Office Supplies on the Internet
- Visa Purchasing Card– Online Web Reporting for Supply Purchases
- Science Lab Supplies– Online Science Lab Consumable



Supplies & Services

- Purchase requisition form
- Purchase Order Query
- Emergency/rush purchase orders
- Standing or blanket purchase order
- Quotes & budget estimates
- Visa purchasing card
- Office supplies
- Chartering buses & renting vehicles
- External printing contracts
- Confidential paper shredding
- Disposal surplus equipment
- Equipment loss – insurance claim
- International courier
- Property damage – insurance claim
- K-tag asset labels
- Operational Framework

Furniture & Equipment

- Furniture
- Audio-visual equipment
- Repair service – office equipment

Technology

- Cellular phones
- Software, resource materials, leasing computers
- Fax machines
- Printers
- Computers – coordinated by IET
- Toner cartridge inventory – please contact our supply coordinator at local 2138
- Receiving – local 2138