

## *What's New . . .*

May, 2009

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### **No May Business Managers' Meeting**

There will be no Business Managers' meeting for May. For the schedule of upcoming meetings, please go to the Business and Finance [website](#).

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### **Message on Purchase Requisitions from the Central Processing Center**

As Purchase Requisitions are entered for the new fiscal year, please make the commodity description more useful by entering your department name and the vendor account number or machine serial number. By doing so, vendor invoices will show this information which will help accounts payable if there are any questions. It will also help the vendor apply payments as that description will print on the remittance. See the attached examples.

Payment batches will be processed on Thursday, May 28th rather than on Wednesday due to the Memorial Day holiday.

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### **Business Services Announcements**

#### **University Printing Policy**

In an effort to reduce inefficiencies and maximize the collective purchasing power of the University, all printing projects costing more than \$1,000 must be competitively bid effective immediately. In addition, all internal communications will transition to electronic, including newsletters, publications, mailings, etc, to limit the need for printing and manual distribution.

University Marketing and Communications will assist departments in understanding printing needs, obtaining competitive bidding, and give guidance on obtaining price quotations. MARCOM in conjunction with Business Services will publish and provide an approved printing vendor list from which competitive bids can be sought. The approved vendor listing can be found on the Business & Finance Web Site under University Vendors / Printing / Other Specialty Printing Vendors. Click to view the [University Approved Printing Vendors](#).

The policy excludes printing projects with an anticipated cost of less than \$1,000. Stationary, business cards and photocopy projects are permissible as sole-source print jobs through the designated SLU vendor.

A copy of the policy which contains the procedure and contacts is attached.

#### **University Advertising Policy**

Effective immediately, all University wide advertisement purchases including but not limited to print, radio, television, or web advertisements shall be coordinated through University Marketing & Communications for implementation. The policy will enable MARCOM to maintain quality controls, provide for a streamline system that will centralize the University as one client with vendors, and eliminate multiple accounts and rates across the University. MARCOM has the sole authority to execute all advertising commitments and contracts.

A copy of the policy which contains the procedure and contacts is attached.

## Sam's Club Click 'n' Pull Program

Sam's Club Click 'n' Pull Program allows card holders to shop online for a wide variety of products and schedule convenient in-store pickups. This site can also be used as a valuable tool to use when comparing prices with other vendors in advance of making a purchase.

To begin shopping, register [here](http://samsclub.com) (*samsclub.com*) using an authorized Sam's Club Card account and select to shop at the Maplewood Commons (#6474), Crestwood/Big Bend (#4741) or O'Fallon, IL (#8285) stores. These are the 3 locations in which Saint Louis University accounts have been formally established.

Add products to the shopping cart by selecting the item and quantity. Once everything is selected, simply click on the cart icon in the upper right hand corner to "checkout". No payment is required at this time.

After submitting the order, shoppers will receive an order confirmation notice via email, and will also be notified when the items are ready for pick-up. If the order is placed by 5pm, it will be ready the next day.

Once notified, simply bring a printed confirmation of the order and a Saint Louis University ID to the customer service desk at the selected store to retrieve the purchases and make a payment. Sam's Club does accept Purchase Orders.

Please contact Katy Kovac ([kkovac1@slu.edu](mailto:kkovac1@slu.edu)) for more information.