

What's New . . .

February, 2012

Future Business Managers' Meetings

Our next Business Managers' meeting will be held on Thursday, February 9, 2012 from 9:00 – 10:30 a.m. The meeting location will be at Young Hall.

For your information, future meetings are planned on the following dates:

- April 12, 2012
 - June 14, 2012
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Business Services Updates

Promotional Products

After completing a thorough competitive bid process the University has awarded Staples, Ad Creations, and Universal Creative Concepts with preferred vendor status for promotional products. These vendors replace all previous screen printing and embroidery vendors and will serve as the preferred vendors for all University branded promotional items and apparel. Bids or orders from any non-preferred vendors will no longer be accepted. Additional information regarding each of the preferred vendors is listed below.

[Staples](#) will continue its partnership with Saint Louis University by developing an online promotional products web store. The web store (coming soon!) will feature frequently ordered items as well as many customizable products including t-shirts, polos, portfolios, etc. Contact Josh Walters (jwalte15@slu.edu) with any requests for items your department would like to include on the web store. For inquiries or orders please contact Ed Bellamy at (314) 894-8136 or Ed.Bellamy@StaplesPromoProducts.com. Please look for a future message announcing the activation of the web store.

[Ad Creations](#), a local St. Louis company, has been doing business with SLU for more than 15 years. Ad Creations neighbors our campus at 1625 Olive Street. Please contact Amber Schupp at (314) 621-3840 x15 or Amber@AdCreations.com.

UCC, otherwise known as [Universal Creative Concepts](#), is also a St. Louis based company that currently serves Washington University along with dozens of other colleges and universities across the country. Contact Susie Land at (314) 994-9449 or Land@UCCadv.com with questions or orders.

Any comments or questions regarding this communication should be directed to Joshua Walters at jwalte15@slu.edu or 977-3725.

Specialty Underwriters

Business Services has negotiated a contract with Specialty Underwriters to help manage and reduce the cost of University research/medical equipment service contracts. The agreement provides a single source for equipment maintenance with the ability to absorb the entire service delivery process from dispatch of the service vendors, management of the program and work order processing through vendor invoice payments.

Program Highlights Include:

- Reduce overall lifecycle costs
 - A minimum savings of 15%-30% on existing maintenance contracts while using the current service provider
 - Budget control and protection
 - 3 year quote
- Equipment Contract and Lifecycle Consultation
 - Maintains continuity with current service provider
 - Recommendations for alternative service providers
 - Includes local and SLU in-house repair engineers
- Streamline the process & improve productivity
 - Reduce administrative burden and cost of managing vendors, accounts payable, and multiple contracts
 - One call center
- Online access to asset management reports and tracking
 - Equipment preventative maintenance schedules
 - Warranty periods on parts
 - Repair histories and high frequency reports
- Inventory Management
 - Submit requests to add assets, delete assets, move assets, change status of an asset, or decommission an asset
- Annual or Quarterly Payments
- No early withdraw fees

To Get Started:

Departments with service contracts nearing expiration should forward a renewal quote from their current service provider to Peter Galazka (pgalazk1@slu.edu). If the equipment qualifies for the program, Specialty Underwriters will match the terms and conditions of the quote and provide a 15-30% discount.

Departments interested in learning more about Specialty Underwriters and the Asset Management Program should contact Peter Galazka, 314-977-7045 or pgalazk1@slu.edu, for more information. A brochure from Specialty Underwriters is also attached outlining program benefits and the type of equipment that qualifies for the program.

Auxiliary Enterprises Updates

Hotel Ignacio Hires New GM

Stacey Howlett was recently appointed General Manager of Hotel Ignacio. As former Director of Sales and Marketing at the Chase Park Plaza, Stacey brings a wealth of experience to her new role overseeing our award-winning boutique hotel. Availability and reservation requests can still be forwarded to sales@hotelnaciostl.com. Stacey can be reached directly by emailing stacey.howlett@hotelnaciostl.com or by calling 977-4410.

University Hotel Policy

When departments bring guests to SLU and the University is expected to cover the visitor's expenses, departments must make arrangements for their accommodations at either Hotel Ignacio or Water Tower Inn. Purchase Orders, Direct Payment Vouchers or reimbursements for accommodations at outside hotels will only be approved if both University-owned hotels are fully booked. Departments should email Hotel Ignacio (sales@hotelnaciostl.com) and the Water Tower Inn (WTI@slu.edu) to check availability. If both hotels reply with no vacancies, those emails should be forwarded to financial_commitment@list.slu.edu (for Frost departments) or MCFin@list.slu.edu (for medical or research departments) along with the requisition or DP number for the outside hotel being booked. For more information, the University's hotel policy can be found at <http://www.slu.edu/x28451.xml> .