



Purchasing News ~ October 2017



Ricoh Copier ~ Common Issues

Since the beginning of fall semester, our internal Copier Service Technician, Susan Wheeler has noticed several common issues with Ricoh copiers on campus. Please be aware of the following recommendations so that your copier issues can be addressed as soon as possible:

- ❖ **Black & white copiers:** when replacing the toner, make sure that the tip of the old bottle is not still inside the machine. This causes an "add toner" message even after replacing it.
- ❖ **Color copiers:** when replacing the toner, there is a microchip on each cartridge that the copier reads. This syncs the cartridge to the machine and cannot be moved to another machine once it is installed.
- ❖ When filing the paper trays, corners of the stack may have folds, which causes jamming. Please also check behind the drawers as paper can be caught.

W.B. Mason ~ Keurig Machine & Coffee Purchase Policy Reminder

Our contract with W.B. Mason specifies that Keurig coffee machines are provided free of charge under the condition that coffee is purchased through W.B. Mason. It has been brought to the Purchasing Department's attention that not all departments are purchasing their coffee through W.B. Mason. A report is being run to see how many departments are purchasing coffee from other sources. Once these departments are identified, they will be asked to follow the University guidelines.

To address the environmental concerns of using the k-cups, we now have the **Grounds to Grow On** program that allows us to recycle the k-cups at **no additional expense**. Currently, we have over 15 departments participating in this program. If your department does not have a collecting bin yet, and would like to help our campus kitchen spaces be more sustainable, please see [attached](#) document for instruction on how to receive a **FREE** collecting bin.

Purchasing & Procurement Website Update

Over the summer, the Purchasing Office has added a [preferred supplier list](#). The list is organized by type of commodity and can be found under the Finance Department/Procurement website. The list includes contact information of each supplier, website link, and recommended steps for purchasing certain products. Please refer to this list before contacting the Purchasing Office for an immediate assistance.

Our University has established a number of long-term partnership with competitive suppliers and negotiated university-wide discount pricing agreements. To ensure that the University maximizes the every dollar amount of spend, faculty/staff and departments are highly encouraged to use our preferred suppliers whenever possible.

