

CarShare Program Now at Lehigh

This fall Lehigh University implemented a car share program called "WeCar." Through the car share program students, faculty, and staff have access to rental cars for personal use on an hourly basis.

The program has two rental cars. One of the cars is a Toyota Prius at \$12/ hour. The second car is a Nissan Cube and is available at \$10/ hour.

There is an initial fee of \$25 to enroll in the program and a \$50 annual membership fee in order to become a member in the car share program.

An additional incentive will be offered to the first 100 people that sign up for WeCar. They will each receive \$25 in driving credits which will be credited to their account after they sign up.

WeCar supports Lehigh's sustainability mission and also provides a great alternative to personal cars on campus.

Visit <http://www.wecar.com/joinWeCar.html> to register for WeCar!

Purchasing Methods & Process

There are several methods through which you can purchase goods or services: Purchasing Procurement Cards (PCards), Limited Purchase Orders (LPO's), and Purchase Orders (PO's). Each purchasing method has separate guidelines for use:

- **Procurement Cards (PCards):** The preferred means of purchasing small dollar goods up to \$2,000. There are restrictions for use of the PCard.

Please see the Purchasing website for more details:

<http://www.lehigh.edu/~inubs/purchasing/ProcurementCard.shtml>

- **LPO's:** Use for purchases LESS THAN \$2,000. The end user is responsible to ensure purchase dollar amount does not exceed \$2000. If order exceeds \$2000, payment can be withheld until approved by Financial Manager. The end user is also responsible for placing the order with the vendor. These orders are audited upon receipt in Accounts Payable and they must still have the appropriate signatures. LPOs cannot be used to purchase complete computer systems. A Purchase Requisition must be provided along with a quote and LTS approval.

- **PO's:** Use for purchases GREATER THAN \$2,000 and complete computer systems. A requisition must be submitted along with completed sole source and/or required quotes and appropriate signatures.

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Can I Use that Logo?

In developing a strong tradition, Lehigh University has become identifiable by several words and symbols that are known as trademarks. Lehigh has several "protected" marks that have been federally registered with the United States Patent and Trademark Office.

Why have a licensing program?

Trademark licensing creates cooperative working relationships between Lehigh University, the manufacturers of approved and authorized products, and the retail community. It assures that all merchandise bearing Lehigh marks promotes and protects the image of the University while fulfilling the needs of consumers.

What qualifies as a trademark?

Any mark, logo, symbol, nickname, letter(s), word, or derivative that can be associated with Lehigh University and can be distinguished from those of other institutions or entities qualifies as a trademark.

What products can be licensed?

Lehigh University will consider most products. Products that do not meet minimum standards of quality and good taste, or that are judged to be dangerous or carry high product liability risk, will not be approved.

Who needs a license?

Any manufacturer of products that is producing goods bearing any Lehigh University marks, including those that are producing promotional items for Lehigh departments or Lehigh-sponsored organizations, must be properly licensed by the university before offering such goods for sale.

How can I acquire Lehigh University artwork/logos?

Lehigh University will only provide artwork to approved licensees. Please contact Trademarks and Licensing for more information at www.lehigh.edu/~inubs/licensing

What happens if a trademark is used without a license?

The University is legally obligated to enforce its trademark ownership rights. We work closely with federal, state, and local law enforcement organizations to shut down illegal uses.

There is additional information on the Trademarks and Licensing website at www.lehigh.edu/~inubs/licensing. The site includes a current listing of the manufacturers licensed to produce Lehigh merchandise.



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Purchasing Contacts & Website Info

Mark Ironside; Executive Director of Business Services
mri205 8-3843

Jane Altemose; Strategic Sourcing Manager
jca209 8-4637

Brenda Bachman; Coordinator
bkb204 8-3266

Linda Roberts; Accounting Coordinator
llr1 8-3841

Sharon Zurick; Labstore Clerk
shz3 8-3483

Kristin Pulling; Marketing Intern
kap211 8-3840

Mike O'Brien; eProcurement Intern
mjo211 8-3840

Jesse McDonough; eProcurement Intern
jasm211 8-3840

*For a specific commodity contact, please see the Purchasing website at www.lehigh.edu/~inubs/purchasing/contacts.shtml

Green Purchasing Guidelines

Purchasing Services is pleased to share the new Green Purchasing Guidelines. This document is the result of a collaboration of several peer departments – Dining Services, Transportation & Parking Services, Printing & Mailing Services, LTS, Facilities Services and Purchasing Services. This document was created in support of the University's overall sustainability efforts and is forward thinking in several aspects:

- Lists current practices and long term opportunities for the University and individual departments
- Sets expectations for departments and the University to follow
- Requires updates as new practices and goals are implemented
- Stresses that items not directly related to purchasing should be addressed in broader University-wide initiatives

Incorporated into the policy are guidelines on paper, course paper and cleaning supplies, biodiesel, dining, Energy Star appliances, IT products, and other environmentally-preferable products (EPP) and services.

The Green Purchasing Guidelines serve as a one-stop shop for information on University green purchasing practices for staff, faculty and students. They provide a model for the future and other departments to adopt long range environmental strategies.

To view the Guidelines, visit the ECOG website: <http://www.lehigh.edu/~inubs/ecog.shtml>

For More Info On...

...**Cable Service**, contact Linda Roberts, 83841, with requests for new cable hookups or disconnects. Linda will email you a form to fill out to have cable installed. There is a minimum \$100 installation fee for connection and the annual service rate is approximately \$39 per hookup.

...**Copiers**, contact Linda Roberts, 83841 or George Domenici of IKON directly at 570-617-7756 to purchase or lease a new copier. IKON is our preferred and sole source of copiers on campus. George will contact you to identify your specific needs and generate a proposal.

...**Office Supplies**, contact Brenda Bachman, 83266, to set up an Office Depot account. Receive discounted pricing and next day desk top delivery by utilizing the LVAIC office supply contract. The Office Depot website is user friendly, includes real-time inventory figures, and discounted pricing is shown per item.

...**Procurement Cards**, contact Brenda Bachman, 83266, to apply for a new PCard or with questions about your account or the PCard Program. If your card is lost, stolen, or compromised, contact JPMC immediately at 800-270-7760. Representatives are available 24/7/365 worldwide to take immediate steps to close the card and reduce Lehigh's liability.

...**Printer Purchases and/or Printer Maintenance Contracts**, contact Linda Roberts, 83841, for further information. We now have two vendors for printer maintenance orders, toner cartridges and supplies. They are Lehigh Valley Business Machines and Laser Express.

...**Computers**, consult your LTS consultant FIRST on system requirements/approvals and then obtain quotes from Apple, Dell, and Lenovo through the LTS website. All computer purchases must be made with a purchase order; attach your quote to a requisition and send to Linda Roberts.

...**Warehousing**, check the Warehousing section of the Purchasing website for information on Campus Warehousing. Contact Sharon Zurick 83483 to determine if there is long or short-term warehouse space available. Available space is extremely limited; the cost per square foot is \$.525 per month. Labor/forklift charges at \$1.30 per minute with a minimum charge of \$25 might apply depending on your needs.

JUNK=TREASURE???

How can your junk be anyone's treasure? Through Asa's Attic, it can!

Does your office have an abundance of surplus items such as printers, computers, shelving, binders, lab equipment, etc.? Before taking steps to sell, donate, scrap, or dispose of usable items, visit Asa's Attic on the Purchasing website (under For Faculty & Staff/ASA's Attic). Your surplus might be just what another Lehigh department is looking for! University guidelines state that any surplus item must be advertised on Asa's Attic before selling or disposing of it by other means. The surplus ad will be posted a minimum of five business days and a maximum of 30 calendar days. Utilizing Asa's Attic is an excellent way to recycle and reuse materials and reduce the amount finding its way to landfills.

The Purchasing website also provides guidelines on determining if the property can be posted for sale, what options are available, and how to post on Asa's Attic. Check it out by visiting:

<http://www.lehigh.edu/~inubs/purchasing/surplusproperty.shtml>

Sustainability in STEPS Building

Facilities Planning & Renovation partnered with Purchasing Services to create a Request for Proposal for 6 qualified furniture manufacturers/distributors to furnish the offices in the new STEPS building. The team included a Lehigh Presidential Scholar and sustainability expert to research and evaluate the "cradle to grave" furniture manufacturing processes and ensure that the items for consideration in the STEPS building were manufactured with the best possible sustainable manufacturing processes.

Did You Know....

•Lehigh offers individual FedEx accounts instead of using the Lehigh Umbrella Account. Using your own account means that you can complete airbills online and that there is less risk of shipping errors! You can also order preprinted airbills using your individual FedEx account.

A form to create your own account can be found at:
<http://www.lehigh.edu/~inubs/purchasing/fedexairbills.shtml>
Please complete and forward to Purchasing Services.

•In 2006, Purchasing Services entered into an agreement for Office Depot to be Lehigh's preferred supplier. What does this mean? If you utilize Office Depot instead of using a different company for office supplies, you will benefit in many ways! Our contract with Office Depot provides Lehigh customers with:

- Convenient payment: direct charge to your Lehigh account
- Negotiated discounts on many commonly used office supplies
- Next day, desktop delivery
- Access to "Your Greener Office," a complete line of environmentally friendly office supplies, paper, etc.

Please contact Brenda @ bkb204 so a profile can be established and you can take advantage of these benefits!

Purchasing Challenge

Complete the answers to the questions below and unscramble the letters in the boxes to create a code word. All answers can be found in the newsletter.

What matters? (hint: It's on the front page)

-----□

What is the name of the new car share program?

-----□

What is the name of the new sustainable building?

--□--

What is the first name of the Purchasing Department's Strategic Sourcing Manager?

---□

Who is Lehigh's preferred source of copiers?

---□

Unscramble the letters above to form the code word and send the code word to inpur@lehigh.edu

5 people who answer correctly will randomly be selected for a prize!