



Administrative Services Newsletter

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Dandy Hints

By Dan Wells,
Director of ADS

By now, we have all read an article or heard a commercial about how to create your own "Stimulus" package. Well, it is possible, even for departments here at Rose.

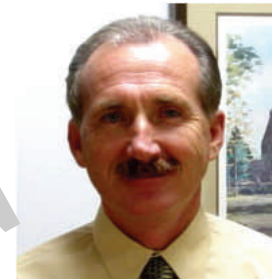
This Special Cost Saving Edition describes three (3) procurement programs that departments can utilize to save money and assist them with balancing their 2010 budget. It is through the combined effort of all departments that the Institute can achieve the greatest cost savings for 2010, and future years. Hopefully, these suggestions

will assist departments in making the best choices for Rose-Hulman.

These procurement programs can help us with our 2010 Budget challenges, specifically:

- 10% decrease in line item expenditures
- 40% decrease in Travel & Entertainment expenditures
- 5.5% increase in first class postage cost

These suggestions are not an effort to eliminate business for any particular local merchant. Whenever practical, the Institute



encourages the use of local merchants as they support our community and economy. However, purchasing outside our negotiated contracted vendors may not achieve the lowest price and best financial results for departments in these financially challenging times.

1. Printer Cartridges — 24% Savings

Our largest dollar volume of office supply commodities purchased is printer cartridges. During the first six months of the current academic year Institute departments purchased \$20,000 in printer supplies from OfficeMax, primarily all new units.

Alternatively, using remanufactured printer cartridges can save 24% over new. If we had purchased all remanufactured toner cartridges, the Institute would have saved \$5,000, or \$10,000 for the entire academic year. You can determine your department's

savings by reviewing your cartridge types and purchase history with OfficeMax on-line.

OfficeMax has partnered with Clover Technologies Group and offers a reliable high-quality product of remanufactured printer cartridges, with an issue rate of less than 1%. We asked several departments to test remanufactured printer cartridges with a number of different printers. Users found the remanufactured printer cartridges comparable to OEM cartridges. These are

sold under the OfficeMax brand name.

A complete description of the OfficeMax Conversion Program is available on our web page at:

[OMax Savings](#)

Additionally, along with the cost savings, purchasing remanufactured printer cartridges will support the President's Climate Commitment. Although the remanufactured cartridge program is not mandatory, it makes economic sense for the Institute.

2. How Can My Department Save Money on OFFICE SUPPLIES?

12% SAVINGS

Other Office Supplies— Potential Savings

Copy paper is our second largest dollar volume office supply commodity purchased each year, according to our latest six month volume review with OfficeMax. It represented 27% of our total office supply expenditures.

Your department can save 12% when it purchases copy paper through OfficeMax rather than through a local office supply merchant. The majority of our campus departments are receiving the 12% cost savings offered through this E & I Cooperative negotiated contract. However, some are not.

Think of it this way. During the

first six months of this school year, departments spent nearly \$16,000 on copy paper. Institute departments spent \$564, or \$1,128 more for the entire academic year.

Okay, that really doesn't sound like much....does it? Please read on.

Please contact Bob Watson, x8488 for assistance in ordering copy paper, remanufactured printer cartridges or other office supplies on the OfficeMax website.

Here's another example. A recent purchase at a local office supply vendor indicated that the Institute paid 44.9% more at the local merchant for the same items had they been purchased through OfficeMax. The items purchased included:

- Pens
- Non Permanent Markers
- Dry Erase Markers
- Labels
- Clear Tape
- Expo Dry Erase Markers

Although this is only single example, past comparisons revealed similar results with other office supply vendors.

3. Savings Available Through Campus Mail Services

The US Postal Service (USPS) offers postal rate reductions through the work-share program for various classes of mail. Below are several cost saving opportunities that are provided to us through this program.

FIRST CLASS PRESORT SAVINGS - 11%

Most of us use first class postage (44 cents for a one ounce letter) for our outgoing mail. Instead of paying 44 cents (effective May 11, 2009), we can

pay only 39 cents, if we follow a few simple steps. How much can we save?

In fiscal year 2008 over 265,000 first class letters were mailed. The cost and savings would be:

- | | |
|------------------------------------|-----------|
| • 44 cent first class rate | \$116,600 |
| • 39 cent first class presort rate | \$103,350 |
| • Savings possible | \$ 13,350 |

How can you help? Here are the steps:

- The address on your first class letter CAN NOT be handwritten (typed is okay) Does your invitation really need to be handwritten?
- The postage must be applied by the Mail & Copy Center (drop your letters off at the Mail Distribution Annex or bring to the facilities building)
- At the end of each day, all Institute mail is sent to Indy to a pre-sort house for processing (this NEVER delays your mailing)

Other Savings Tips - 36 to 61% SAVINGS!

- For mailings with 200 or more mail pieces, always consider using the bulk rate discounts available in the Mail & Copy Center. Rates can be as low as 16.9 cents per piece; a savings of 27 cents per mail piece. (Always call Nancy Neice before you design your mail piece)
- For mailings with more than 5 pages, fold the pages in half and place in a 6 x 9 envelope and save an average of 41 cents. (Do not use an envelope with clasp; USPS will charge an extra service fee)
- Use postcards for short messages or announcements, rather than a first class letter. You will save 16 cents per mail piece
- Double side your inserts to keep the weight down on your mail piece
- Use scan-to-email feature on your department's multi-functional device when time is crucial instead of using Priority mail or FedEx
- Use Priority mail only for items sent out-of-state. Priority takes two to three day delivery time. Anything in-state sent out 1st class is delivered within that same timeframe.