# The Procurement Post

**NEWSLETTER**  
**VOLUME 1**

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## IN THIS ISSUE

<table>
<thead>
<tr>
<th>IN THIS ISSUE</th>
<th>BRIAN’S BLOG</th>
<th>DID YOU KNOW?</th>
</tr>
</thead>
<tbody>
<tr>
<td>STRETCHING BUDGET DOLLARS</td>
<td>IN THE NEWS</td>
<td>LOCAL DISCOUNTS &amp; SPECIAL OFFERS</td>
</tr>
<tr>
<td>NEW PROCUREMENT SERVICES INTRANET PAGE</td>
<td>JENZABAR NEWS</td>
<td>TONER RECYCLING</td>
</tr>
<tr>
<td>UPDATE PROCUREMENT FORMS</td>
<td></td>
<td>PRINT SHOP SERVICES</td>
</tr>
<tr>
<td>NEW OFFICE SUPPLIES PROVIDOR</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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*Pages 2-3*  
*Pages 4-5*  
*Page 6*
STRETCHING BUDGET DOLLARS

Kilgore College is a member of the TASB (Texas Association of School Boards) BuyBoard Coop. As part of this coop, we have access to special pricing and Vendor rebates. Plus we can receive a rebate for total spend with BuyBoard Vendors.

Find list of current BuyBoard vendors on our Procurement Services intranet site or under forms on myKC Employee.

CHECK OUT OUR NEW INTRANET PAGE

NEW PURCHASING & ACCOUNTS PAYABLE FORMS

New forms now available:

- Fuel Expense Form
- Travel Reimbursement Form
- Meals & Misc. Reimbursement Form
- New Card Request Form
- Citibank MasterCard Form
- Wal-Mart Transaction Form
- Missing Receipts Form
Access to our growing selection, including office products, toner, furniture and more.

Easy online ordering.

Next day delivery to Receiving.

Great low prices on our entire selection.

Spend contributes to year-end BuyBoard Rebate check and Staples rebate check.

Be on the lookout for an invite email in your email box. If you want to be sure you have a login to StaplesAdvatage online portal email your request to kcpurchasing@kilgore.edu.

NOW OFFERING STANDARD OFFICE SUPPLIES WITH SAME DAY PICKUP & DELIVERY (during non-peak hours)
LIST AVAILABLE ON PROCUREMENT SERVICES WEBSITE AND BOOKSTORE WEBSITE
In The News:

**Question:** The “Time Card” process is changing?

We are in the process of developing a new policy/process/procedure for entering time. Soon, a time card feature will be available in AccessKC to enter your clock in/clock out time and leave/sick requests. Currently, we are testing the system in our “play” environment. Once we finishing testing, we will prepare for implementation in live by providing documentation and training.

**Note:** Expect more to come on this topic.

Jenzabar EX 7.2.5 is now live:

**Question:** What are some of the fixes/enhancements that were included in the 7.2.5 upgrade?

- Default printer can now be selected when users access EX through remote desktop connections.
- PDFs are now created when purchase orders are generated from requisitions.
- 1098-T issues resolved.
- TX Hazlewood state reporting enhancements.
- Multiple resolved issues in EX modules, EXi hubs, and JICS features.
Data Entry Standards:

Question: Who is responsible for adding data?

The responsibility should be divided amongst multiple departments (Notice the order of the list below). A person who is both an employee and a current student should be handled by HR since employee is a level above a student; a student who is also an alumni should be handled by Registrar. The order is not a hard and fast rule, but a general guideline to help workflow.

- Employee---------------------HR
- Current Student-------------Registrar's Office
- Candidate-------------------Admissions
- Transcript Request---------Registrar's Office (when provided new address for transcript)
- Vendor/Business-----------Business Office - AP
- Collections Updates-------Business Office - AR

Question: How does Jenzabar EX handle spaces?

Spacing:

- Never type extra spaces into any field.
- Never skip or pass over a ‘required’ field.
- Never put spaces at the beginning or end of any field. However, putting spaces in the middle of addresses and some names is appropriate.
- The system makes no exceptions to the spacing rules listed above so please follow them.

Dates:

Question: How does Jenzabar EX handle dates?

Data over time, or historical data, is part of what makes the data useful. Knowing which addresses came first can be really useful when communicating with our constituents. Having a timeline of information on people is especially beneficial when one employee has to jump in for another employee. Having a detailed history can help the new employee get a feel for where we are in that relationship and can also provide the new employee with the appropriate conversation starter. Whenever you enter, edit, or even review a specific piece of data for accuracy, always change the update date to the current date, where one exists, if it does not change automatically. This helps review when an address or name or other piece of info was last checked.

Note: Please make sure you fill in those start and end dates.
Did You Know?

DISCOUNTS & SPECIAL OFFERS AVAILABLE TO KILGORE COLLEGE FACULTY & STAFF WITH COLLEGE ID

- OFFICE BARN - TYLER 10%
- THE BACK PORCH - 10%
- LAS TEJANITAS - 10%
- MAZZIO’S PIZZA - 10%
- A CUT ABOVE/MLS BOUTIQUE - 5-10% DEPENDING ON SERVICE
- JUCY’S HAMBERGER - FREE FRIES.
- SPRINT - $5 OFF EACH ADDT’L LINE/PAY PLAN ONLY FOR ONE YEAR ON 3RD, 4TH, AND 5TH LINES.
- VIP NAILS - 10%
- BLONDE SALON - 15%

Email KCPURCHASING@KILGORE.EDU for any additions
Staples Toner Recycle Boxes are now on campus and available for any brand of toner you may have to dispose of.

TONER RECYCLE BOX LOCATIONS:

- KILGORE BOOKSTORE
- DUVALL STUDENT CENTER - OUTSIDE CASHIERS OFFICE
- ATC/WHITTEN BUILDING
- OLD MAIN
- PORT ADMIN BUILDING 1ST AND 2ND FLOOR
- LONGVIEW Hendrix - EMPLOYEES LOUNGE
- LONGVIEW north - TEACHER’S LOUNGE

Kilgore College Print Services
Kilgore College Print Services is a print facility available to administration, staff, faculty, adjunct faculty and students for digital printing, typesetting and bindery including brochures, programs, business cards, letterheads, envelopes, newsletters, flyers, posters, post cards, business forms, study guides, syllabi and tests.

Location: KC Commons - 804 S. Martin St.

Hours of operation:  Monday -Thursday - 7:15 a.m. - 11:30 a.m. - 12:30 p.m. - 5:00 p.m.
                              Friday - 7:15 a.m. -11:30 a.m. 12:30 p.m. - 3:45 p.m.

Contact information:  Print Services - (903) 988-7585
                            Mike Ford - ext. 7585 (supervisor)
                            Kelly Thompson - ext. 8855 (Print Services technician)
**Provided services:** We are a full service printing facility offering design, digital color and black and white printing and bindery functions. Our digital printing includes single-sided or duplex printing on 8 ½” x 11”, 8 ½” x 14”, 11” x 17” and 12” x 18” white paper or a variety of colors in text and cover weights. Corner or side stapling and hole punching are machine functions while printing with folding, collating, stitching, shrink wrapping and plastic coil and plastic comb binding are available offline. Full service design is also available.

**Copy submission:** Copy center - Hard copy with a copy center ticket (job instructions) may be brought to Print Services. The most efficient way to submit your files is electronically. Place the job instructions in the email body, attach your file (Word, Power Point, Excel, PDF, etc.) and send to copycntr@kilgore.edu. Email file submission will save you one trip to Print Services.

**Print prices:** KC Print Services is an economical, quick-turnaround print facility with basic printing (8 ½ x 11 black ink on white 20# bond) much cheaper than the campus wide Ricoh machines. Our price for one side is $0.07 two sided is $0.13 with paper included; the Ricoh price is $0.11 one side, $0.22 for duplexing (two sided) (each department furnishes their paper).

**Print job pick up:** Print Services needs at least 24 hours production time for all print jobs. Commercial type jobs (business cards, brochures, posters, etc. may take longer.) Kilgore campus personnel will need to pick up their finished jobs in the printing department but Kilgore College-Longview jobs are picked up by a courier daily around 11:00 a.m. for delivery to the Longview campus.

If you have any questions please call (903) 988-7585 or send to mford@kilgore.edu.

*Mike Ford*