



# Purchasing Newsletter

VOLUME 1, ISSUE 1

JULY 1, 2010

## SPECIAL POINTS OF INTEREST:

- Office Supply Savings
- Third party checkouts

## New Moving Contract

The UNM Purchasing department is pleased to announce a new contract for moving services. Our new vendor for moving is Wheaton Van Lines.

Our new contract with Wheaton gives us moving rates that are 7% less than our old contract. Since we spent about \$500,000 on moving services last year that trans-

lates into a yearly savings of approximately \$35,000!

UNM retirees, faculty, staff, alumni and students can also use this contract to save on personal moves. For more information, see the [Price Agreements](#) page of the [Purchasing web site](#).



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## Small Ways to Save Big Money

You probably know that the University has contracts in place for office supplies. You might not know that many department don't always use those contracts.

If you're in one of the departments that buys office supplies with non-contract

vendors, it's probably for one of two reasons. Maybe you didn't realize we had contracted pricing, or maybe you thought you could get a better deal with a non-contract vendor.

If you're part of the second group, head over to

page 2 to see a sampling of PCard office supply orders from February. We've compared orders placed with non-contract vendors with our contracted vendors' pricing. We think you'll agree that there was a potential for some significant savings.



Three common online, third-party checkout providers.

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# Third Party Checkouts

What is a third party checkout and why is it important?

A third party checkout is any company that accepts payment on behalf of another company. Two common examples are Google checkout and PayPal. You pay your money to the third party and they give money to the person or company you're buying from.

Many of us have used third party checkouts at some point in our lives with no problem, but it's very different for the University to pay a third party checkout than for an individual to pay one. That's because we have to tell the IRS who we are paying and how much we are paying them. When we pay a third party checkout, it's hard for us to track where

the money actually ends up.

Because of these concerns, third party checkouts are prohibited on your PCard without special exception approval **in advance** of the purchase. The PCard Special Exception Request form is found at <http://www.unm.edu/~purch/forms/exception.html>.

# Office Supply Order Comparison

Take a look at some office supply orders from February statements. These are just a few random samples. We hope this will make you twice before buying office supplies off contract in the future. Remember, we compared apples to apples—in most cases the items were identical (brand, part number, etc.). When we couldn't match exact brand we made sure the items were of equal or better quality. Our contracted vendors are in bold.

Department A	Department B	Department C
<i>Paper &amp; Laser Toner</i>	<b>Projector &amp; 2 yr warranty</b>	<i>Toner &amp; Misc. Supplies</i>
Staples—\$222.98	Staples—\$729.98	Midway—\$811.24
<b>Office Max—\$177.96</b>	<b>CDW-G—\$629.99</b>	<b>Office Max—\$595.42</b>
<i>Pens, Pads &amp; Toner</i>	<i>Lost savings—\$99.99</i>	<i>Lost savings—\$215.82</i>
Staples—\$199.97	<b>or about 13%</b>	<b>or about 27%</b>
<b>Office Max—\$160.64</b>		
<i>Lost savings—\$84.35</i>		
<b>or about 20%</b>		
Department D	Department E	
<i>Misc. Supplies all orders combined</i>	<i>Misc. Supplies all orders combined</i>	
Staples—\$641.60	Midway—\$309.37	
<b>Office Max—\$410.00</b>	<b>Unified Office Svcs—\$278.96</b>	
<i>Lost savings—\$231.60</i>	<i>Lost savings—\$30.41</i>	
<b>or about 36%</b>	<b>or about 10%</b>	



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The PCard is a tool issued to employees to allow them to make small dollar purchases on behalf of the University. The PCard group within the Purchasing Department assists cardholders and monitors for compliance with University and PCard policy. Contact the PCard group for any questions or concerns regarding UNM's PCard program.

## **What Do You Think?**

We'd love to hear your feedback on our first Purchasing Newsletter. What kind of information would you like to see in future issues? We want this to be useful to you, so please send your comments and/or suggestions to [aortiz@unm.edu](mailto:aortiz@unm.edu).

Thanks for reading!