



Purchasing Newsletter

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SPECIAL POINTS OF INTEREST:

- Green Award Winner
- Inventory Control has Moved

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Green Award Winner—Abby Montoya

The University of New Mexico Purchasing Department recently presented its Sustainability Award to **Abby Montoya, Administrative Assistant 3, Physical Plant Department, Gallup Branch.**



Abby has been with the Gallup Campus Physical Plant Office since 1999. She assists the campus with key control and access along with motor pool, surplus property and the campus HVAC control system in monitoring the Gallup facilities trying to reach peak efficiency. Abby is sort of Gallup’s one stop shop for facility needs and her services and commitment are invaluable to the campus.

Abby spent 98% on “green items” meaning that she chose either recycled or sustainable products instead of non-recycled or otherwise “non-environmentally friendly” products.

Purchasing developed the “Office Product Supplies: 4-P Procurement Model” (planet, people, price and performance) to assist UNM in reducing environmental hazards, conserve environmental resources and maximize operational capability through the procurement of environmentally preferable products.



Both Sandia Office Supply and Staples Advantage were awarded the contract for office supplies and both companies are vested in providing and promoting sustainable products.

Inventory Control

Inventory Control has moved and is now located at the Perovich Business Center, 1700 Lomas Boulevard, Suite 2400.

They can be reached by calling 277-7715 or email unminventory@unm.edu. You can also visit their website at: <http://inventory.unm.edu/>



Do you have a comment or question for the newsletter? [Email us!](#)

PURCHASING
NEWSLETTER

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LoboMart Project Update

The new UNM Supplier Portal has gone live! UNM has moved to a new sourcing platform that allows vendors to create an account in the supplier portal and manage their own business information as well as access all UNM sourcing events. Purchasing is in the process of contacting all vendors inviting them to

register in the new system. You can access the portal through the Purchasing website at:

<http://purchase.unm.edu/information-for-suppliers/bids-and-proposals.html>



UNM Bookstore Technology Store

Did you know you can purchase Mac computers and iPads for your departments at the UNM Bookstore Technology Store?

When purchasing your computer through LoboMart is not an option, please consider the Bookstore. Their staff is knowledgeable and happy to assist you in selecting a computer that meets your needs. They also carry most base models in stock so there is no waiting for your order to arrive. If you need a special order, they are happy to assist you with that as well as starting the asset tagging process. You will receive the same prices available to you in

LoboMart and the Apple Store. So shop at the UNM Bookstore where your dollars stay on campus to support UNM.

Also, when going directly to the Apple Store to make your purchase, you will be limited to the quantity you can purchase with the Educational Discount and may be charged tax.

Please consider the Bookstore for your technology needs! Visit their website at: <http://bookstore.unm.edu/>. If you have any questions or concerns, please contact Angela Prieto in Purchasing at angelap@unm.edu.

Rental Car Agreement



Some UNM staff members have expressed concern at the increase of the car insurance collision deductible through the S.R.S. The department's share of the deductible increased from \$250 to \$1,750 in July 2014. As a result, the Purchasing department is entering into a new agreement effective May 1, 2015, with its two rental car providers, Enterprise and National. The changes will include the following:

- Collision Damage Waiver & Liability insurance now included in standard UNM rates
- Lower Rates

In order to take advantage of these changes, you must use the new UNM

Enterprise/National agreement when making your reservation by using agreement number 5420154. The agreement will be posted in the Price Agreements section of the Purchasing website when it goes into effect on May 1, 2015. While it is not mandatory to use the Enterprise/National agreement, you would automatically receive the collision and liability insurance when doing so for no extra charge. **Please Note:** Insurance (CDW & LDW) must be declined when picking up a vehicle (the coverage is already included in the UNM rate). If you choose not to use the Enterprise/National agreement and use another rental car vendor, State coverage and the \$1,750 UNM department collision deductible would apply.



What Do You Think?

We'd love to hear your feedback on our 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 jglucero@unm.edu.

Thanks for reading!