Procurement Office

Division of Business Services

Services

The Procurement Office and Warehouse offers many services to departments. Please contact the Procurement office by emailing purchasing@acu.edu or extension 2246 for more information.

- Storage Units: The warehouse will store your file boxes and other items in a storage unit for a monthly fee. Stored items can be delivered to your department at any time and picked up at a later date to be stored again at your convenience. University Procurement will also ensure confidentiality and safety of these documents.
- Shredding: University Procurement invested in industrial shredders capable of bulk shredding. Our service provides a holding container if needed and available free of charge and safety seals for purchase (optional) from the warehouse, pick-up services and direct charge to departmental FOAP, ensuring confidentiality of documents. We will also pick up full bags of already shredded paper and deliver them to the recycle center.
- Environmentally Friendly Initiatives:
  - Blue Recycling Bag Program
  - Aluminum Cans
  - Plastic Bottles
  - Cardboard
  - Aerosol Cans Disposal
  - Batteries
  - Florescent Bulb Crushing & Disposal

ACU Copier Management

The Procurement office is responsible for all copy machines throughout campus. If you have any questions regarding your copier please contact our office.

Staples Office Supplies and Promotional Products

As a result of our analysis of office supply and promotional product expenses; Procurement has evaluated opportunities to leverage the overall purchasing power of the university. ACU has a long standing agreement and partnership with Staples and selected them as the preferred vendor for purchasing ***Office Supplies and Promotional Products.*** Staples offers exceptional pricing with a high level of service and convenience.

BUSINESS SERVICES

Procurement Office Team

Sandra Hall

Associate Director of Business Services & Procurement

Geoff Klafter

Buyer & Program Administrator

purchasing@acu.edu

674-2246

www.acu.edu/procurement

Procurement Training

Please contact Geoff Klafter for individual Procurement training on Banner requests and receiving, Central Stores stock orders, cooperative network buying, warehouse services, recycling, storage rental, shredding in-coming and out-going shipping, preferred vendors use for example Staples Office Supplies, Staples Promotional Products and Enterprise & National Rental Car and many other areas of services that will be useful.

The Procurement office works closely with Cooperative Purchasing Networks in order to save you money!

University departments have saved a documented $1,534,528.34 so far in FY16 and $653,745 for FY15 by using Cooperative Purchasing Networks. Purchasing cooperatives are established to provide services to members at the best possible price and value. All contracts are competitively bid. Save "Time" and "Money" by taking advantage of discount prices on goods and services. ACU has memberships with several cooperatives to help with cost savings for goods and services. The Procurement office will provide you with a Cooperative Network Summary, User Instruction Manual and training. Contact Geoff Klafter by email purchasing@acu.edu or call 674-2246 for assistance.

Exclusive Pepsi Agreement

ACU has a long standing partnership and contract with PepsiCo and committed to a five year exclusive deal. The contract calls for exclusively Pepsi products and continued partnership and support from PepsiCo. PepsiCo gives free products and support funding annually to the university.

Enterprise & National Rental Car

ACU has an agreement with Enterprise and National Rental Car through our E & I cooperative. Our new negotiated rates include across the board cuts on the daily rate ranging from 2-4% based on Vehicle Class. In addition to the decrease in daily rate, the weekly factor has been reduced from 6 times the daily rate to 5.5 times the daily rate; they also reduced the One-day surcharges for all rentals commencing on a Mon/Tue/Wed from $5/day to $2/day as well as a reduction in the Geographic surcharge for the NY/NJ/CT Metro area from $25 to $22. Remember to use our account number XZ65059 every time you book with Enterprise or National for University business. ACU Policy requires insurance for all vehicle rentals and Enterprise/National includes these costs automatically built into our rate as long as you book using our account number. You can use your Emerald Club membership to get an upgrade in vehicle size while paying the Mid-Size price, with the option of choosing your own vehicle. If you have any questions regarding the new rates, please contact the Procurement office at 2246 or e-mail purchasing@acu.edu.

Hotel

The Procurement office has partnerships and negotiated discounted rates with Residence Inn/Abilene, La Quinta and the Wyndham Hotel Group. La Quinta agreement includes annual student funding back to the university. Please visit our website at www.acu.edu/procurement to learn more about our hotel booking information.

myACU Quicklinks

We have provided you links to several of our partners for easy log on access located on myACU Quicklinks.

ACU Partners and Preferred Vendor List

To name a few ....

Enterprise & National Rental Car

Staples Advantage

Staples Promotional Products

Automated Copy Systems

UPS

FedEx

La Quinta

Residence Inn/Abilene

Wyndham Hotel Group

PepsiCo

ARAMARK

Custom Food Group

Grainger

KI (Krueger International)

Airgas

Lowes