

Procurement Office

Division of Business Services

The Procurement office works closely with Buying Group Cooperatives in order to help save you money!

As the Procurement office continues our efforts to assist the university in cost savings and streamlining processes for the purchase of goods and services we have put together a quick reference list of vendor sources. The vendors on this list hold agreements and special pricing through various buying group cooperatives where ACU has membership. Although several vendors listed, there are many more on the cooperatives to choose from. We narrowed the categories down to what we felt would be the most helpful. If there is something you are looking for not listed please contact the Procurement office for assistance. Click on link below for vendor list.

[..\Buying Group Vendor List\FY17 Buying Cooperative Vendor List.xlsx](#)

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 renewed our agreement and partnership with Staples and selected them as the preferred vendor for purchasing **Office Supplies and Promotional Products**. The new agreement offers deeper discounts with competitive pricing, updated website with a high level of service and convenience.

Lowe's Savings Card

The Procurement office has partnered with Lowe's using our buying group cooperative TCPN contract to help save money on all Lowe's purchases for university business. With the use of the Lowe's Pro Services Government Contract Savings Card you get a 5% off every order without having to go through the commercial service desk. Please contact the Procurement office at purchasing@acu.edu to receive a savings cards.



BUSINESS SERVICES

Procurement Office Team

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Procurement Training

Please contact Geoff Klafter for individual Procurement training on any of the following topics: Banner request and receiving, Central Stores stock orders, buying group cooperative purchases, warehouse services, recycling, storage rental, shredding, incoming and outgoing shipping, preferred vendors use for example; Staples Office Supplies, Staples Promotional Products, Enterprise/National Rental Car and other procurement services.

ACU Partners and Preferred Vendor List

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 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.

Check Out What's New In Vending

ACU's partnership with Pepsi and Accent Foods has elevated to a new level. Both vendors have added a new menu line of drinks and snacks, added and replaced several machines across campus and installed card readers on all vending machines to take debit and credit card.

Storage Units

The warehouse will store your file boxes and other items in a storage unit for a monthly fee of only \$24.99. 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. The Procurement office will also ensure confidentiality and safety of your documents or items. Please contact the Procurement office for additional information.

Shredding Services

The warehouse has an industrial shredder capable of bulk shredding. Our service provides a holding container if needed and when available free of charge, pick up services, direct charge to your departmental account and full assurance of confidentiality of all documents for only \$10.00/18 gallon container. We will also pick up full bags of already shredded paper free of charge. All shredding is sent for recycling.

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