PURCHASING

General Purchasing Questions
If you have a general question about:

- How to proceed with the purchase of an item or service
- Who to contact regarding a specific commodity
- A general question about creating purchase requisitions or other purchasing questions

CONTACT:  Dawn Bodle  
phone: 812-856-5008  
fax: 812-855-7839  
dbodle@indiana.edu  
Dawn will address most inquiries within 24 hours.

IU Purchasing Agents by Commodity
The “Buying” page on the Purchasing website lists commodities along with the IU Purchasing staff member’s contact information. Check this site to determine which IU Purchasing agent is responsible for the commodity you wish to purchase: http://www.indiana.edu/~purchase/buying/buying.shtml

CAMPUS SERVICES

Award Plaques
If your school or department maintains an award plaque and you need to add or update it we suggest you contact one of the following local EPIC vendors: LOCOLI Inc, dba Mike’s Sporting Goods, vendor ID# 47499-0 and 3D Trophy & Engraving, vendor ID# 47438-0

Confidential Document Shredding
I.T. and Campus Services tries to provide an annual campus-wide confidential document shredding opportunity. This is done when funding is available. If there is no campus-wide shredding scheduled and your department needs to shred documents you should contact Secure Shred a Division of Opportunity Enterprises, Inc. at 219-464-9621. You must create a purchase requisition for this service and pay for it with your department funds. Please use vendor ID# 4600-1, Secure Shred. Contact Kathryn Lantz at 981-5694 to find out if there will be an upcoming campus shredding event scheduled.

Copier Machines on Campus
- Linda Bishop in Accounting Services will be responsible for campus copy cards. To get a card, purchase more copies for your card, replace a lost card, etc. contact Linda at ext. 6626.  
- If a copier is out of paper or there is a problem with a copier please contact the key operator located on your floor or building. Key operators should contact Kevin Richwalski, ext. 6713 for paper deliveries or if they have questions about repair services.

Food Services
Kathryn Lantz will be the food services liaison for the IU Northwest campus. You may contact her at ext. 5694.

Furniture Purchases
If your department wishes to purchase new furniture you should contact Karin Coopersmith, IU Purchasing for assistance. Karin’s phone number is 812-855-5813 or kcoopers@indiana.edu. Karin can assist you and make contact with the appropriate furniture vendor.
### Hotel Reservations - Local

**Academic departments** – if you need to make local hotel reservations for a guest such as a candidate for a faculty position contact your school’s hotel representative. Your rep will contact the Radisson in Merrillville and send you the confirmation number. You should then immediately create a purchase requisition for the Radisson (Whiteco Industries Inc.), **Vendor ID # 23967-0** and include the confirmation number. Our rate is currently $89 per night at the Radisson.

**Non-Academic Departments** - if you need to make local hotel reservations for a guest such as a candidate for a staff position contact **Kathryn Lantz at ext. 5694**. Kathryn will contact the Radisson in Merrillville and send you the confirmation number. You should then immediately create a purchase requisition for the Radisson (Whiteco Industries Inc.), **Vendor ID # 23967-0** and include the confirmation number. Our rate is currently $89 per night at the Radisson.

### Moving

If your department needs to move a faculty or staff member you can call Physical Plant and ask if they have available resources to assist you with the move. If Physical Plant is unable to assist, you will need to contact a moving company. You must verify the mover is an EPIC vendor, create a requisition to generate a P.O. and pay for the move. This may require you to work with the IU Purchasing Contract Manager assigned to moving.

We are in the process of establishing a local mover as a contract vendor. As soon as we have one established all departments will be notified.

### Printing

FedEx Office is our source for printing needs and replaces our campus Printing Services Department. Go to [http://www.iun.edu/~nwadmin/fedexprint/](http://www.iun.edu/~nwadmin/fedexprint/) for details. If you need to become a FedEx Office Online authorized user, contact Kathryn Lantz at 981-5694 or klantz@iun.edu.

### Risk Management Claims

If your department has equipment stolen or damaged as a result of theft or vandalism:
- contact our University Police at 980-6501 to file a report
- contact Kathryn Lantz at 981-5694 to begin the process of filing a claim. Kathryn will contact University Risk Management to open a file so that the campus may file a claim for lost or damaged items.

If your department has suffered damage due to severe weather contact Otto Jefimenko, Director of Physical Plant. Otto will work with Kathryn Lantz regarding claims to Risk Management.

### Surplus Equipment and Furniture

If your department has surplus furniture or equipment that you would like to dispose of please contact Kathryn Lantz at 981-5694.

### Travel Management

Effective immediately send all your travel documents to Linda Bishop.

- Linda Bishop
- Accounting Services
- Lindenwood 222

Linda will only scan documents. All travel questions should be directed to Travel Management at 812-855-2873 or travelbl@indiana.edu. Accounting Services will arrange for Travel Management training to take place on the IU Northwest campus.

### Vending Machines

If you lose money in a campus vending machine report it to the Bursar’s Office for a refund. If you want to report a malfunctioning or empty machine, call Kathryn Lantz at 981-5694.