NEW YORK UNIVERSITY

A Guide to
ADMINISTRATIVE SERVICES

The purpose of this guide is to introduce you to NYU's Administrative Services areas. Below is a brief outline of each of the Administrative Services departments and the functions they perform. More detailed information on each area is available through the Administrative Services website at http://www.nyu.edu/administrative.services/.

Asset Management
726 Broadway, 2nd Floor
Tel: (212) 998-1040
Fax: (212) 995-4248
www.nyu.edu/asset
Larry Pender, Manager

Copy Central
283 Mercer Street
Tel: (212) 998-1050
Fax: (212) 995-3672
www.nyu.edu/copy.central
Al DiMauro, General Manager

Mail Services
547 LaGuardia Place
Tel: (212) 998-1010
Fax: (212) 995-4028
www.nyu.edu/mail.services
Al DiMauro, General Manager

Purchasing Services
726 Broadway, 2nd Floor
Tel: (212) 998-1030
Fax: (212) 995-3672
www.nyu.edu/purchasing.services
John Jagard, Asst VP

Supply Central
726 Broadway, 2nd Floor
Tel: (212) 998-1200
Fax: (212) 995-3102
www.nyu.edu/supply.central
Scott Lewis, Manager

PURCHASING SERVICES

Purchasing Services is a department within the Administrative Services Division. The objective of Purchasing Services is to directly support the University's environmental, educational and administrative needs. Using best business practices and professional ethics, we assist faculty and staff to obtain high-quality, environmentally-preferable products and services, at the lowest possible cost and in a timely manner. The business activities include obtaining price quotations; negotiations; contract review; chartfield validation; approval verifications; supplier sourcing; document management; interaction with requestors; and review/approval from other departments such as Legal Counsel, Insurance, ITS, etc.

The Purchasing Services web site offers quick access to a variety of information including NYU Purchasing Policies and Procedures, Forms, Publications, Key Suppliers, i-Buy, News and Frequently Asked Questions.

NYU is obligated by federal regulation to maintain a formal procurement system and the University's Purchasing records are subject to audit which must contain appropriate documentation. Purchasing Services has been given the responsibility, by the Trustees, for the selection of supplier, negotiation of price and assurance of quality and delivery. Please refer to the Purchasing Services' Purchasing Policies and Procedures Manual and the Controller's Division's Business Expense Policy (located on the Controller's Division website at www.nyu.edu/financial.services/cdv/) for details of University Purchasing Policies.

In general, Purchasing Services does not have responsibility in the following areas: the purchase of products and services for the NYU Medical Center; the purchase, sale, or lease of real estate, which is handled by the Real Estate Department; the design, construction, or alteration of plant, which is handled by the Office of Construction Management; the procurement of books and periodicals for the University Library.

Each school and administrative unit is required to submit a Purchase Requisition using Purchasing Services' e-Req/i-Buy System, prior to the purchase of products and services exceeding $1,000. Other authorized purchase methods include i-Buy and the NYU Purchasing Card. In general, Purchasing Services does not accept Purchase Requisitions under $300.

i-Buy is the NYU marketplace that provides a self-service on-line shopping cart experience to NYU departments with selected NYU key suppliers.

The Purchasing Card is a University liability charge card issued to an employee of NYU for the purpose of making authorized purchases on the University's behalf. The Purchasing Card has a maximum transaction limit of $2500. Each Cardholder and Card Administrator is bound by the policies and procedures outlined in the Purchasing Card Policies & Procedures Manual available on the Purchasing Services website.

Other authorized mechanisms include those listed in the Controller's Business Expense Policy at **www.nyu.edu/financial.services/cdv**

COPY CENTRAL

Copying, Printing, Graphic Design & Mailing: Copy Central provides copying, graphic design and digital duplication (dvd, cd, etc.) services. All copying and printing jobs totaling more than $1,000 must be purchased through Copy Central, Purchasing Services or Advertising & Publications. These units are responsible for obtaining comparative price quotations and awarding business, in accordance with University Purchasing Procedures.

Copying and Printing: Copying and printing projects, exceeding $1,000, must be initiated by submitting a Requisition prior to purchase as follows: Copy Central Requisitions are submitted to Copy Central; Purchase Requisitions for printing, are submitted to Purchasing Services. All University letterhead, business cards, office note paper, and forms should be produced through Copy Central regardless of cost. Alternatively many basic University stationery items, such as business cards, letterheads and envelopes may be ordered on-line via Purchasing Services' i-Buy. Print jobs submitted to Copy Central that cannot be produced in-house due to complexity or size, will be competitively sourced from qualified commercial sources.

Graphic Design: Copy Central has an in-house designer and is equipped to assist departments in designing their publications.

Mailing: Copy Central will coordinate the packaging and external mailing or shipping and/or the internal distribution of all copy and print jobs produced through Copy Central and Mail Services.

MAIL SERVICES

Mail Services provides interoffice, U.S. Postal Services and overnight delivery service via United Parcel Service for the University's Washington Square Campus. Mail Services also operates a Customer Service Lobby that provides services similar to that of a U.S. Post Office.

- Interoffice mail pickup and delivery to all University locations
- Postage metering of outgoing mail and parcels
- UPS Overnight and Ground Service – NYU CampusShip Program
- Departmental stamp orders
- Information on mail piece design and preparing nonprofit/bulk mailings
- Campus Cash accepted

Mailing All mailings (minimum 200 pieces) must be mailed at the lowest qualifying rate, that is, standard mail non-profit bulk rate. Mailings of 200 pieces and more may be mailed First Class only when approved in writing by the Dean of your School or Vice President of your unit. Whenever possible, commercially purchased mailing lists should be prepared for postal automation discounts, i.e., CASS certified (zip+4, carrier routes, and bar-coding). Commercial list providers should process the addresses using the USPS master file to assure the accuracy of all addresses.

ASSET MANAGEMENT

Asset Management maintains the University's inventory records for capital equipment, items costing $3,000 or more and having a life expectancy of at least one year. In addition, Asset Management recycles surplus furniture and equipment throughout the University and authorizes disposals of these items. Please refer to the Asset Management web site which includes information on surplus items, procedures, forms and FAQs.

- Tagging of capital equipment
- Physical inventory
- Surplus furniture and equipment
- Disposal and relocation of equipment
- Computer Disposal
- Donations to non-profit organizations

***Note*:** Any item purchased with University funds is owned by the University and is intended for University use only. It is the University's policy that University owned items cannot be given or sold to employees or students regardless of condition.

SUPPLY CENTRAL

All office supplies for faculty and staff must be processed through NYU Supply Central. Supply Central works collaboratively with NYU's office supply partner Staples, to fulfill office supply needs. Office supplies (non-furniture) featured in the Supply Central Catalog are maintained in stock at Staples' warehouse and are deliverable within 24-48 hours of receipt of an approved order (99% of the time). Office supplies can also be obtained from the NYU Bookstores. The Controller's Office will not honor payment requests for reimbursements and/or departmental charges for office supply purchases made outside of Supply Central or at retail stationery stores.

The method for ordering office supplies is on-line using Stapleslink via Purchasing Services' i-Buy. The NYU discount price as well as the item image is displayed for each product. Each calendar year Supply Central issues a new office supply catalog containing over 9,000 items (including a large number of recycled products). Custom signage and stamps, and items not contained in the current Supply Central catalog, should be ordered using a Supply Central Requisition form available on http://www.nyu.edu/supply.central/index.html

For emergency needs Staples offers NYU a product called a "Convenience Card" which may be issued to designated members of a school or administrative unit to make purchases at a Staples retail store. When you purchase store items that are also in the Supply Central catalog you will receive either the store price or the NYU contract price, whichever is lower. For all other items sold in the store you pay the store price. Convenience cards are linked to your chartfield. If you would like to receive an application please go to the Supply Central website or contact Supply Central.