

ETOWN

ELIZABETHTOWN COLLEGE

PROCUREMENT STANDARDS GUIDELINES

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CAMPUS INTERIORS STANDARDS GUIDELINES

PURPOSE

The Campus Interiors Standards Guideline is meant to assist the campus community of faculty, staff, and student groups with and to ensure the safety and well-being of the entire campus community.

FURNITURE STANDARDS

The Procurement Office has developed standards and recommendations to assist you with the procurement of your office furniture requirements. These standards have been developed to assure you of exceptional quality and service while ensuring functionality and efficient use of College funds.

These furniture standards were adopted from companies that are leaders in sustainability initiatives, and because they offer the best value in pricing, quality, fire-code protection, warranty, and ergonomic design. Models of our standards appear throughout the website, however, if you wish to view and “test” them in person, please contact the Procurement Office as there are samples located throughout the College.

IKEA and Costco: Both firms have nice designs for home use, but the materials are not appropriate for commercial use. Most items require assembly and may not meet ergonomics, OSHA standards. In addition, they do not provide assembly and delivery is an issue. Most furniture now ships un-assembled. Assembly must be arranged separately. Buildings and Grounds will not assemble furniture for you. For these reasons, IKEA and Costco are not preferred furniture providers.

PURPOSE OF FURNITURE STANDARDS

- Compliance with performance criteria set by Facilities Management at Elizabethtown College
- Easy operation and management of (movable) property
- Efficiency and functionality
- Economy and cost effectiveness
- Life cycle of assets acquired by the College and related costs
- Flexibility and uniformity
- Quality and durability
- Ergonomics
- Quality layout
- Fairness
- Sustainability

MINIMUM STANDARDS

- All products shall comply with ANSI/BIFMA (Business & Institutional Furniture Manufacturers Association) product safety and performance standards and guidelines
- As a standard, fabric grades and finishes shall be selected from mid-priced options, typically identified as ‘Grade 1/A or 2/B’
- In specialty areas, higher priced selections will be considered
- When choosing wood tones, choices should be based on creating a coordinated appearance throughout the facility
- The finishes for standard furniture pieces, such as chairs, are standardized, in order to maximize flexibility throughout campus
- Like manufactures should be maintained in similar or adjacent areas, when possible
- Large orders should be placed at one time, as one order whenever possible
 - Negotiated contracts offer tier discounts based on order totals
- Standard product offerings should be used whenever possible
 - Special sizes, finishes, etc. add to both cost and lead time

CAMPUS SURPLUS FURNITURE

FURNITURE REQUESTS: SURPLUS AVAILABILITY

SURPLUS FURNITURE MANAGEMENT

DID YOU KNOW? : Elizabethtown College has an extensive inventory of clean **Surplus Furniture**, available for departmental reuse only, at no extra cost to that department.

Prior to purchasing new furniture, please inquire about available Surplus Furniture by emailing Procurement: purchasing@etown.edu

Why try Surplus?

- Up-to-date current and available inventory
- Saves Money
- Saves Time
- Reduce, Reuse, Recycle

- Elizabethtown College staff manages the College-wide furniture inventory located in the Campus Services Warehouse
- All furniture processed to college inventory is considered the property of Elizabethtown College and will be redeployed as appropriate when requests are received, and matching product is available
- Appointments may be made with Elizabethtown College staff to view pre-owned furniture inventory at the Campus Services Warehouse when necessary
- The Furniture Move Coordinator will work to schedule a convenient delivery time for selected items

OFFICE FURNITURE MOVE REQUEST GUIDELINES

PURPOSE

Establishing a procedure for Procurement Operations to safely and effectively provide moving services, to campus departments for the relocation of office furniture, filing cabinets, files, and similar items.

GOAL

- Provide excellent customer experience
- Offering a 'one stop spot' for notifications to all parties involved
- Determine the scope of the move to identify if Procurement Operations employees can complete the task in a safe manner

OFFICE MOVE REQUESTS

- Furniture removal or relocation must be requested through the work-order system
- Large moves, such as complete offices, multiple offices, lounge areas, large quantities of furniture, or entire floors of buildings, must be approved through the work-order system

Access to the work-order system can be obtained through the Facilities Management website:

<https://www.etown.edu/offices/facilities-management/order.aspx>

OFFICE MOVE REQUEST CHECKLIST

Upon approval of office relocation, the office move will be scheduled by the Procurement Office for all parties involved.

- End-user will be notified of date of move
- Office items **must be** boxed, secured, and move-ready, prior to relocation date
- Boxes available for loan only. Please request through the work-order system

Access to the work-order system can be obtained through the Facilities Management website:

<https://www.etown.edu/offices/facilities-management/order.aspx>

NOTE: FURNITURE MOVE DATES WILL BE SCHEDULED BY THE PROCUREMENT OFFICE

The Procurement Office will be responsible for contacting all parties involved in an approved office move. This includes ES for scheduling cleaning, Facilities for any obvious repairs, ITS to schedule a date/time for equipment moves (computer and phone). As well as HR, Mail Services, and Safety all for location update once the move is complete.

Procurement and Facilities staff are not responsible for damages to personal items incurred during relocation.

NEW FURNITURE

NEW FURNITURE REQUESTS:

All furniture for individual offices, general and public meeting areas, small renovations, and large construction projects must be processed through the Procurement Office. Every effort should be made to purchase goods or services from our preferred vendors or those with whom we share Group Purchasing contracts.

Please contact Procurement for all your office furniture needs by emailing purchasing@etown.edu

FURNITURE MANUFACTURERS

Our preferred furniture dealers have been selected based on their commitment to the College to furnish furniture from the College's 'standards program'. They have agreed to support the following:

- Utilize GSA pricing, or pricing from buying consortiums such as U.S. Communities, E & I Cooperative, and National IPA & National JPA
- Deliver/install, clean, inspect the furniture for damage and remove all cardboard and trash. (It does not include removal of existing furnishings or furniture)
- Provide design service and space planning
- Products may be viewed in various campus locations
- A catalog of colors, fabrics and finishes is also available through the Procurement Office

<i>Manufacturers:</i>			
<i>Allsteel</i>	Humanscale	KI	Sit-On-It Seating
<i>Global</i>	Ideon	Knoll	Steelcase
<i>Herman Miller</i>	Integra	National Office Furniture	Special T
<i>HON</i>	Indiana	OFS Brands	

SEATING STANDARDS

Office furniture is an integral part to of day-to-day operations no matter if you are faculty, staff or a student. As a result of office remodels and new construction on campus, there is a desire to upgrade furniture and bring the overall appearance and function to the same level held around campus. To make this process easier and cost effective, we have implemented the following standards. We strongly believe this will help contribute to a more cohesive campus appearance while maintaining a certain level of quality. Products and specifications listed are typical furniture items used throughout campus.

TASK SEATING:

- High or Mid-back
- Lumbar support
- Synchro-tilt w/ seat slide
- Height/width adjustment arms
- Mesh or fabric back
- Fabric Selection: Black, Grade 1/A or 2/B with minimum of 100,000 double rubs
- Standard base: Black
- Standard frame: Black
- Casters specified by floor type
- Average cost estimate subject to change

<i>Manufacturer:</i>	Length of Warranty:
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<i>Sit-on-It</i>	12-year
<i>Haworth</i>	12-year
<i>Global</i>	12-year
<i>HON</i>	10-year
<i>Allsteel</i>	12-year
<i>Steelcase</i>	12-year

How long should an office chair last? The short answer is: it depends. The longer—and more complicated—answer is probably up to 7 or 8 years for a chair with a 5-year warranty and 12-15 years for a chair that offers a warranty of 10-years or more. These life expectancy estimates are not directly related to the warranty period but are based on quality such guarantees imply. There are many additional factors which will significantly impact the effective lifespan of an office chair.

KEYBOARD TRAY STANDARDS

KEYBOARD TRAY (UNDER SURFACE MOUNT):

- Under-surface mount
- Keyboard tray should be wide enough and deep enough to accommodate the keyboard and any peripheral devices, such as a mouse
- If a keyboard tray is used, the minimum vertical adjustment range (for a sitting position) should include 22 inches to 28.3 inches from the floor
- Keyboard trays should allow for easy height and tilt adjustments and lock securely into position
- Average cost estimate subject to change

<i>Manufacturer:</i>	Length of Warranty:
<i>Humanscale</i>	15-year

SIT-STAND SURFACE: DUAL MONITOR

SIT-STAND SURFACE:

- Adjustment mechanism should raise and lower easily and smoothly
- Tabletop units must accommodate size, weight, and quantity of computer equipment
- Sit-Stand surface units must fit securely on the worksurface
- Dual monitor chosen for adjustment versatility
- Average cost estimate subject to change

<i>Manufacturer:</i>	Length of Warranty:
<i>Humanscale</i>	5-year

HEIGHT-ADJUSTABLE SURFACE STANDARDS

HEIGHT-ADJUSTABLE SURFACE:

- Workstation should be electronically height adjustable between the heights of 26" to 46.5"
- Sit – Stand work points are not suitable in all locations and it is recommended that work points for public interface should be either sit or stand to suit the application required
- Metal base

- Laminate Surface
- Price contingent on size and materials specified
- Average cost estimate subject to change

<i>Manufacturer:</i>	Length of Warranty:
<i>Special T</i>	10-year
<i>Alera</i>	5-year
<i>Knoll</i>	5/10-year
<i>Steelcase</i>	12-year
<i>OTG</i>	5-year

DESK STANDARDS

DESK:

- Metal Base: Black or Gray preferred
- Laminate Surface
- Non-Adjustable Height
- Price contingent on size and materials specified
- Average cost estimate subject to change

<i>Manufacturer:</i>	Length of Warranty:
<i>Allsteel</i>	12-year
<i>OTG</i>	5-year

STORAGE OPTIONS:

LATERAL FILE:

- Metal: Black or Gray preferred
- Locking
- Hanging Files
- 2, 3, or 4 Drawer Unit
- Price contingent on size and materials specified
- Average cost estimate subject to change

<i>Manufacturer:</i>	Length of Warranty:
<i>Allsteel</i>	12-year
<i>KI</i>	15-year

PEDESTAL FILE:

- Metal: Black or Gray preferred
- Wood Laminate

- Locking
- Hanging Files
- 2-3 Drawer Unit
- Price contingent on size and materials specified
- Average cost estimate subject to change

<i>Manufacturer:</i>	Length of Warranty:
<i>Allsteel</i>	12-year
<i>OTG</i>	5-year

OTHER CASEGOODS:

- Metal: Black or Gray preferred
- Open Storage Unit
- Adjustable Shelving
- 2-3 Shelf
- Price contingent on size and materials specified
- Average cost estimate subject to change

<i>Manufacturer:</i>	Length of Warranty:
<i>Allsteel</i>	12-year
<i>Indiana</i>	12-year

ADDITIONAL OFFICE FURNITURE OPTIONS:

TABLE:

- Laminate Surface
- Metal Base
- Price contingent on size and materials specified
- Average cost estimate subject to change

<i>Manufacturer:</i>	Length of Warranty:
<i>Knoll</i>	5/10-year
<i>Special T</i>	10-year

GUEST CHAIR:

- Upholstered seat - optional
- Legs or sled base
- Casters specified by floor type - optional
- Fixed arms or armless
- Metal Base
- Price contingent on materials specified

- Average cost estimate subject to change

<i>Manufacturer:</i>	Length of Warranty:
<i>Sit-On-It</i>	12-year
<i>Knoll</i>	5/10-year

CLASSROOM FURNISHINGS

STUDENT CHAIR:

- Flex Seating
- Stackable - optional
- Casters specified by floor type
- Average cost estimate subject to change

<i>Manufacturer:</i>	Length of Warranty:
<i>Allsteel</i>	12-year
<i>Knoll</i>	10-year

CLASSROOM TABLE:

- Laminate Surface
- Metal Base
- Casters specified by floor type
- Average cost estimate subject to change

<i>Manufacturer:</i>	Length of Warranty:
<i>KI</i>	12-year

INSTRUCTOR TABLE:

- Laminate Surface
- Metal Base
- Casters specified by floor type
- Average cost estimate subject to change

<i>Manufacturer:</i>	Length of Warranty:
<i>Allsteel</i>	12-year

INSTRUCTOR STOOL:

- Flex Seating
- Upholstered Seat - optional
- Casters specified by floor type
- Average cost estimate subject to change

<i>Manufacturer:</i> Allsteel	Length of Warranty: 12-year
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CAMPUS INTERIOR/EXTERIOR STANDARDS

PAINTINGS AND COATINGS

GENERAL:

- Sherwin Williams products will be used for typical interior/exterior applications unless otherwise approved by the College
- Block fill will be used on any new block before primer or paint is used
- Peeling paint must be physically scraped with an approved removal plan
- Do not remove existing pain with open flame or heat guns
- Edges of existing paint that is not removed must be feathered to adjacent substrate
- All finishes shall be selected for durability, ease of maintenance, quality, and aesthetics
- Where appropriate, finish selections should be uniform throughout each campus building
- All interior finishes shall be in accordance with the most current flammability and life safety codes
- The Volatile Organic Compounds (VOC) content of adhesives, sealants, and all finishes shall be lowest available industry standard

INTERIOR:

- Use latex for new work in the following sheens
 - Walls: Super Paint (satin)
 - Ceilings: Ceiling Pro (off the shelf)
 - Trim: Pro Classic (semi-gloss)
- Oil paint will be used on all steel (doors, handrails, etc.)
- Primer to be one coat and fully back rolled if spray applied. The paint contractor is fully responsible for adhesion to the base surface
- Finish coats to be two topcoats of latex
- Walls: Super Paint (satin)
- Ceilings: Ceiling Pro (off the shelf)
- Trim: Pro Classic (semi-gloss)
- Oil paint will be used on all steel (doors, handrails, etc.)

EXTERIOR:

- Use brush application
- All new work to use acrylic latex-based products
- Standard exterior trim color is Eider White SW 7014
- Primer and finish coats (2 on new work) must contain stain-blocker and mildewcide
- Fully back prime all wood
- Light poles and painted handrails will use oil-based paint in an approved color
- Stamped Asphalt coating:
 - Ennis-Flint Manufacturing
 - Product: Street Bond (color – Red Brick)
 - 150 series for new asphalt
 - 120 series for re-coat/re-color

FLOORING STANDARDS

GENERAL:

- Building entrances shall have a built-in water walk off mat with a minimum length of 7 feet. In new construction, the walk off mat shall be recessed into the structure
- Flooring shall be durable and easy to maintain. Hard flooring, such as VCT, luxury vinyl flooring, ceramic or other hard tile shall meet building code requirements for slip resistance and durability
- Specified carpet shall be commercial grade, high-density with low pile height
- Base shall be 4” resilient, tile or wood base as appropriate to the flooring type and project design
- Carpet and carpet tile are NOT permitted in residence hall bedrooms
- Unacceptable materials include sheet vinyl and LVT requiring a finish coat
- Proper floor preparation is the responsibility of the contractor

CARPET:

- Broadloom Specifications: (only with approval)
 - Construction: loop or loop and pile combination
 - Traffic class: commercial 3
 - Yarn content: 100% nylon typical
 - Bleach-resistant 100% solution dyed nylon; no olefin, polyester, wool or wool-blend allowed

CARPET TILE:

- Specifications:
 - Construction: loop or loop pile combination
 - Traffic class: commercial 3
 - Yarn content: 100% nylon typical
 - Bleach-resistant 100% solution dyed nylon; no olefin, polyester, wool or wool-blend allowed

LUXURY VINYL TILE - LVT:

- Construction type: continuous lamination
- Traffic class: commercial 3
- Minimum wear layer thickness of ≥ 20 mil
- Total thickness must be ≥ 4.5mm
- Finish must be ceramic bead type for durability and cleanability
- Glue-down will be used over all concrete applications
- Floating type may be used over “other than concrete” substrates with approval

EPOXY FLOOR COVERINGS:

- As approved by the College in special applications (e.g. Locker rooms, bathrooms, etc.)

WALK-OFF MATERIALS:

- Walk-off material should be designed specifically for abrasiveness and trapping dirt
- Two types may be used
 - Level installed carpet tile/plank integral to the flooring system
 - Separate mat laid on top of installed flooring
- No sunken or recess walk-off area that abuts the main floor will be acceptable

Flooring Manufacturers:

Interface J&J	Mannington	Shaw
	Mohawk / Bigelow / Karastan	Tandus

WALL BASE:

- Type: 100% Rubber

- Configuration: Cove

CARPENTRY STANDARDS

BATHROOM PARTITIONS:

- Plastic only
- Full length brackets at walls

CABINETRY:

- General
 - Solid plywood box construction
 - Overlay doors
 - Solid wood face frames and drawer fronts
 - Stained finish is to be used whenever possible unless otherwise specified and approved by the College

WINDOW TREATMENTS

MINI BLINDS:

- 1" Aluminum Mini Blinds
- Deluxe Headrail
- Standard Cord Lift
- Wand Tilt

ROLLER SHADES:

- 1 1/4" x 7' Steel Roller, taped
- White fiberglass -fire rated material
- Thread Count: 60
- Blackout
- C052.056 Pin Ends for 1 1/4" Roller,
- C221.036SA Spring for 1 1/4" roller
- Meets or exceeds all other CCC-C-521 Type 2 specifications in all respects

Manufacturer: *Length of Warranty*

<i>Budget Blinds</i>	TBD
<i>Jackson Window Blinds</i>	TBD

CAMPUS HOUSING / RESIDENCE HALL FURNITURE STANDARDS

CAMPUS HOUSING FURNITURE:

- General
 - Bolt style bed frames are NOT preferred
 - Reputable Commercial manufacturers only with a minimum of 15-year warranty
 - Nylon glides must be installed on all furniture placed on LVT
 - Rubber feet must be installed on all bed frames placed on LVT

CAMPUS HOUSING ROOM FURNITURE:

- Pricing contingent on all specified options

<i>Manufacturer:</i> RT London	Length of Warranty: 25-year
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MATTRESSES:

- Long Dorm Innerspring Mattress – 36” x 80”
- Fluid-proof fabric
- Complies with 16 CFR 1633 fire
- Fabric Color: Navy

<i>Manufacturer:</i> American Bedding Mfg	Length of Warranty: TBD
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BED FRAMES:

- NATURAL RED OAK FINISH
- Single EZ Lock Bed –
- 2 solid oak EZ lock bed ends with inset pins
- 2-1/2” x 2-1/2” post and 1 EZ lock spring
- 36”x76”
- Average cost estimate subject to change

<i>Manufacturer:</i> New England Woodcraft RT London	Length of Warranty TBD 25-year
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RESIDENCE HALL LOUNGE FURNITURE:

- Pricing contingent on all specified options

<i>Manufacturer:</i> RT London	Length of Warranty 25-year
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OFFICE SUPPLIES

OFFICE SUPPLY STANDARDS:

Items such as wrist rests, document holders, desk lighting, general office supplies, etc., should be purchased directly through the Elizabethtown College approved business accounts. Please request login access through the Procurement Office.

Furniture purchases made through these vendors is prohibited.

OFFICE BASICS is the College’s **primary** vendor for paper, office supplies and toner.

NEW ACCOUNTS

New account users will receive a welcome email with personal log on information for placing orders on the OFFICE BASICS website. Feel free to navigate the website and begin placing orders upon receiving the email.

PRICE LISTS

Pricing is available upon request.

PAYMENT

Orders require a credit card for payment.

ORDER & DELIVERY CONCERNS

Please contact: Melissa Gruber- gruberm@etown.edu

Office Basics offers:

- Tax-exempt Purchasing
- Personalized Shopping Lists
- Robust Search Capabilities
- On-Line Order History and Tracking
- Designated Support Team
- No Minimum Order Size
- FREE Next Day, Desktop, Delivery: Monday – Friday

It is the department's responsibility to check the contents of the box and report any discrepancy directly to the Office Basics support team.

Elizabethtown College also has an **Amazon Business** account. The benefits of being a member on this account are:

- Business-only pricing
- Quantity discounts above what you normally find on Amazon
- Tax-exempt purchases
- Multi-user accounts
- Price comparison options
- Customized browsing and searching based on your business type
- Free – no membership fee

NOTE: This is not a Prime Membership account.

The Amazon Business account **does not** replace Office Basics. I encourage you to compare prices when purchasing. Please note: Office Basics offers free delivery the next day with tax-exempt purchasing.

Approved Vendor:

OFFICE BASICS	https://www.officebasics.com/office-supplies/ (Tax-Exempt Purchasing) Next day, free delivery
<i>WB Mason</i>	https://www.wbmason.com (Tax-Exempt Purchasing)
<i>Guernsey</i>	https://www.buyguernsey.com/ (Tax-Exempt Purchasing)
<i>Amazon Business</i>	Amazon Business – Amazon for Work Amazon Business (Tax-Exempt Purchasing/ not Prime)

If you are interested in gaining access to the College's **Office Basics** account and/or **Amazon Business** account, please contact: Melissa Gruber – gruberm@etown.edu

CONFIDENTIAL SHRED BINS

PURPOSE

Ensuring a procedure for safe and efficient management of **confidential** documents

MANAGED SHRED BINS: PROVIDER INFORMATION

Large Volume Purge: if your department has a need for a large file purge, arrangements can be made for the delivery of large capacity shred bins at a cost to the requesting department. Elizabethtown College has collaborated with **Executive Image** to provide secure confidential bins and requests for this service should be made by contacting Melissa Gruber - gruberm@etown.edu

The Procurement Office also offers heavy-duty office shredders at no cost to departments. Departments are encouraged to take advantage of the opportunity to purge documents on a regular basis.

CAMPUS COPIERS

CAMPUS COPIER PROGRAM

The campus Copier Program is a campus-wide program created to monitor and negotiate copier costs for the entire campus. The copiers are leased and maintained by DOCEO.

Our mission is to provide efficient and reliable copy equipment to meet the needs of Elizabethtown College instructional, service and administrative units. To provide the highest standards of service at the lowest possible cost, we ensure that copier equipment adequately meets the needs of users in terms of size, types of features, and copy quality.

COPIER KEY OPERATORS

A key operator is assigned to each campus copier. Key operators are designated contact people at copier locations who coordinate supplies and service and are knowledgeable enough about the copier's operations to assist others, add paper, toner and staples, and perform basic troubleshooting.

A copy of the Key Operators Guide is available upon request. Contact Melissa Gruber – gruberm@etown.edu to request your copy.

COPIER REMINDERS, REPAIRS, AND GENERAL INFORMATION

BE AWARE

'Toner Phoners'

All toner for copiers is paid for through a maintenance contract so beware of "Toner Phoners"! There are several unscrupulous businesses out there who attempt to sell you outrageously priced toner over the phone. They may start with asking you what the model or ID# is of the copier near your desk. They may say they have extra stock of the toner you need, or the price is soon to increase. They may offer to ship you a toner on trial. **Regardless of what they say, don't give them ANY information.** You will never need to purchase toner for machines in your area. A quick way to ditch these "toner phoners" is to tell them you would like to transfer them to the person in the organization who purchases toner – they will hang up before you can transfer them!

COPIER SUPPLIES

Paper

Paper supplied by the copier program is for copier program copiers **only** and not for department printers or personal use. We track paper orders, inventory and usage.

TONER CARTRIDGES

Toner cartridges are **auto shipped**, by DOCEO, when the copier reports toner levels at less than 15%. The toner cartridges are shipped via UPS or Fed-Ex, arriving to campus through Mail Services, and delivered to your building's Mail Room. Key Operators can check toner levels on your assigned copier anytime by logging into the machine.

COPIER RELOCATION PROCESS

Never move a copier without the permission of the Procurement Office. Relocations are handled by DOCEO staff and must be scheduled. Requests to move a copier should be directed to Melissa Gruber- gruberm@etown.edu

COPIER TRAINING

DOCEO will provide basic training for the key operators and end users upon request. To schedule comprehensive training on copiers in your area, contact Melissa Gruber- gruberm@etown.edu

COPIER HELP GUIDES, FAQs AND VIDEOS

<https://www.mydoceo.com/support/help-guides-videos/>

COPIER COPIES AND PRINTS PRICING

Campus departments and student copier usage is tracked via PaperCut software and charged for usage accordingly. Printing through PaperCut allows management to track copier usage across campus, allowing for effective maintenance. Charges include a cost per click and paper charge.

FACULTY

Faculty and staff departments are charged for copying or printing from campus copiers. Faculty and staff personal accounts are not charged for department printing, although they are using their individual PaperCut accounts.

STUDENTS

Toshiba multifunction copiers are provided for your convenience in the high library (main floor), the chemistry library (Musser 102), and the center for student involvement. These copiers are part of a contract lease and are not owned by the college. All prints or copies made at these devices are **CHARGED ON A PER PRINT BASIS**.

When copying/printing to a copier, if you select "Charge to my personal account", the cost of these prints will be **billed to your personal college account**. The charges are submitted monthly and will appear on your billing statement as "copier charges".

When printing on behalf of departments, make sure you are selecting "Charge to shared account" and selecting the appropriate account from the drop-down menu. If you do not have the department in your list, please have your supervisor contact the Helpdesk (helpdesk@etown.edu) to request access. **Student Employees may copy/print on behalf of a department.**

COPIER GENERAL INFORMATION

Add/Remove User Accounts in Papercut

Departments should email helpdesk@etown.edu to add, delete or change user accounts.

Authorizing Student Assistants for Department Copying and Printing

You must submit or have submitted a request to authorize student assistants to copy or print on behalf of the department. IF A STUDENT IS NOT AUTHORIZED, THEIR PERSONAL ACCOUNT WILL BE CHARGED.

Making a request to authorize or remove authorization

Submit the following information to the helpdesk@etown.edu.

<u>Add/Delete</u>	<u>Student Name</u>	<u>Department Name</u>
Add	Sara Jane	Purchasing
Delete	Tom Jones	Purchasing

PURCHASING CARD

PURCHASING CARD (PCARD):

The College participates in PNC's Purchasing Card (PCard) Program. The PCard looks and acts just like a regular credit card; however, it is preferred over a credit card because restrictions as to the types/amounts of transactions may be implemented. This program includes an online reporting tool that allows cardholders and supervisors to access transactions securely over the internet. Most departments have use of a PCard through their respective Administrative Assistant; if a PCard is not available, and you wish to obtain a PCard, contact the Business Office. Purchasing Cards are issued primarily to employees who travel frequently on College business and to other employees as needed. If a Department Head feels there is an ongoing need for a PCard, he/she should contact the Business Office. Upon approval, the PCard Program Administrator will request the card. All cardholders must attend training to receive the PCard and are subject to the policies outlined in the Elizabethtown College Purchasing Card Guide (distributed upon completion of training). For PCard forms and documentation, visit the PCard website,

<https://www.etown.edu/offices/business-office/forms.aspx>

PURCHASING CARD (PCARD) STANDARDS:

The Purchasing Card is a VISA Card issued by PNC Bank. The college is required to pay the full amount of the bill every month for all charges made. The Purchasing Card is for business purposes only and may not be used for personal purchases. The Purchasing Card may only be used by the authorized user on record at PNC Bank. Card security should be treated with the same level of care as a personal credit card. Allocators are responsible for allocating and submitting the receipts and statements for the department. These tasks have due dates and are required to be submitted by the due dates. It is crucial that receipts are turned in promptly. Not doing so, can result in card suspension and/or termination.

The Purpose of the Purchasing Card Program gives buying power directly to those employees who need it. It is a convenient time-saving tool that can be used for purchases under \$1,000.

Program Benefits:

- **CARDHOLDERS** –Will be able to obtain goods and services directly from vendors without using a purchase order. This streamlines the purchasing process and helps improve the turnaround time on orders. When used for travel, automatic travel accident insurance and lost luggage insurance are included. It also significantly reduces the workload and costs related to the purchase and payment process and contributes to high customer satisfaction.
- **ELIZABETHTOWN COLLEGE** – The Purchasing Card program provides a cost-efficient, alternative method for purchasing low-dollar goods and services. Built-in card features make the program easy to control and manage while reducing processing costs at all levels by eliminating large volumes of invoices and checks.
- **VENDORS** – The Purchasing Card will be welcomed by vendors who accept VISA. When they accept the card for business purchases, vendors need not send invoices to the College, and they will receive payment directly from the provider within 24-72 hours.

PCARD CONTACT INFORMATION:

PCards are managed through the Business Office. Any, and all, questions or concerns should be directed to:

Jayma Reaggs – reaggsj@etown.edu or Ben Goodhart – goodhartb@etown.edu