Purchasing Advisory Council

February 20, 2015
Agenda

- Announcements
- Fuel Card program (gropp@wsu.edu)
- Office Depot ordering (gropp@wsu.edu)
- DES training requirements for 2015 (emrogers@wsu.edu)
- Federal funding limit changes in 2016 (emrogers@wsu.edu)
- K-Orders and Terms & Conditions (emrogers@wsu.edu)
- Contract Management System (lauralea.edwards@wsu.edu)
- Questions
Office Depot

• Proposed Acquisition of Office Depot by Staples

• Did you know?
  ▪ Departmental administrative costs for placing an order is, on average, $55
    – Avg order size $21
    – 53% of placed orders were less than $55
Contract Management System

- http://purchasing.wsu.edu/cms.html