

# PURDUE

VICE PRESIDENT FOR BUSINESS SERVICES  
AND ASSISTANT TREASURER

February 2, 2000

**TO:** Director Lucia Anderson  
Director John Beelke  
Director Herman Buchanan  
Director Jim David  
Director Kim Davis  
Business Manager Ginny Jacko  
Directory Larry Pherson  
Comptroller John Shipley

**RE:** Reminder for Computer Hardware and Software Purchases

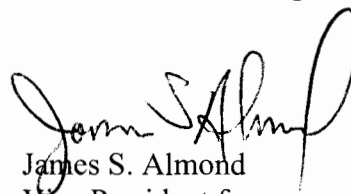
Recognizing that we need to continually update the tools we use to do our business, we need to focus on how those changes affect our computing environment and the staff responsible for maintaining it. Some specific areas of ongoing improvement are:

- consolidating purchases that allow us to take advantage of quantity discounts and minimize the procurement efforts required
- ensuring compatibility and standardization within our current environment and the LANs
- assisting departments in identifying products that meet their business needs
- eliminating duplication of resource utilization

As a reminder, I am requesting that all computer-related hardware and software purchases for all areas under your direction be coordinated through the Financial and Human Resources Computing Zone. In addition, the Zone should handle all corresponding installations.

Please forward your purchasing and installation requests to the Zone Manager or other staff members in the Zone. They will assist you in meeting your business needs, while maintaining a focus on these important management issues.

If you have any questions or concerns, please contact the Zone Manager.



James S. Almond  
Vice President for  
Business Services and  
Assistant Treasurer