

Materials Management and Distribution Services UPDATE February 2008



Please check out our website at www.purdue.edu/materials or www.purdue.edu/universitystores or our surplus warehouse at www.purdue.edu/surplus for detailed information on what we can offer your department today!



Topics:

Congratulations!!

Our MMAD Store Manager in Chemistry Stores, **Ms. L. Suzy Gustafson** is the recipient of the College of Science Customer Service Award for her leadership and help to students, faculty, and staff in the departmental purchasing office. Ms. Gustafson has been an effective leader in the change-over from Ariba to the new OnePurdue purchasing system. She has managed changes in the purchasing process and store rooms with great care and detail. She works well with individuals both in and outside of the department to ensure the purchasing process runs as smoothly as possible.



A luncheon in Suzy's honor at PMU and a monetary award was given to Suzy on February 6.

Congratulations Suzy!



Staff Additions/changes:



Good Luck!

Good luck to **Elaine Wilkinson** who left us on January 18 to join the Financial Aid offices in Schleman Hall of Student Services here at Purdue. We will miss her very much and wish her nothing but the best of luck.

Welcome!



Welcome to **Mike Myers** Storekeeper/Inventory Control Clerk at General Stores. Mike started on December 10. He was Assistant Manager at Tractor Supply and also Rural King. Mike enjoys golfing whenever possible! Welcome Mike!



Welcome **Max Myers**, as part of our Receiving/expeditor group. Max started working for us July 31, 2007. Max enjoys golfing, working in the yard, and spending time with his wife Mary, son Michael, daughter Michele, and the grandkids. He lives in Mulberry and worked at Lafayette Pharmaceuticals, Coca-Cola, and Industrial Pallet Co. before coming to Purdue.



We also would like to welcome **Gary Linn** as our new Gas Cylinder Coordinator. Gary started with us on January 7. Gary and his wife Susan have two children, Ryan and Amy, who are currently attending Purdue! Gary comes to us from Delphi Auto Supply in Delphi and he enjoys spending time with his family.

Around Campus!



Did you know?

From the College of Consumer and Family Sciences in the school of Hospitality and Tourism Management in **STONE** Hall there are a couple of restaurants that are student run. They are:

HTM Café

Open Monday through Friday for:

Breakfast 7:00-11 a.m.

Lunch 11:00 a.m.-1:30 p.m.

Snacks 1:00-4:00 p.m.

The HTM Café has an award-winning design and is a training laboratory for second-year students. Students gain experience by working in a different food preparation area each week.

John Purdue Room

Open Monday through Friday for:

Lunch 11:30 a.m.-12:30 p.m.

Reservations 494-6845

Exquisite in its design and use, this laboratory trains second year students in food preparation and service as well as fourth-year students in front and back of the house management. Reservations are made for the lunch hour which offers an 11 entrée menu selection.

Also check out the **John Purdue Room Bistro** for dinner!

For more information, you may contact them at 494-4643 or htm@purdue.edu. You may also visit their website at www.cfs.purdue.edu.

Are you interested?



Materials Management and Distribution is considering offering a portable storage solution for your department. We would deliver a box approximately (5' wide x 8' long x 7' 5" tall) to your building/department. You fill it up and then we will pick it up and store it for you.

We need your input....would you be interested in this?

Please contact **Mike Wilkins** at 494-7097 or smwilkins@purdue.edu if you may be interested or for more information.



Storage space Available!

Are you cramped and looking for

STORAGE SPACE? University Warehouse and Surplus, located in the INOK facility, has additional unsecured storage space available for short and long term storage at \$4.00 per square foot per year. This space is not heated or air conditioned, but it is inside the facility. If you are in need of this space, please contact Mark Schock at 742-7386 or email: maschock@purdue.edu.



Missing/Damaged Freight Procedures

Once the product is signed for, received, scanned, and delivered, Materials Distribution Services is no longer responsible for the product and we will not replace that product. If the product is damaged, contact Materials Distribution Services and we will assist in determining where the damaged occurred.

If we find that Materials Distribution Services damaged the product we will have the product repaired or replaced.

Any damage that may be deemed as manufacturer or vendor defect, should be handled by the department and that manufacturer or vendor!

We will file any Freight Claim that may be needed.

Steps to take for a Freight Claim:

Step 1 - Receive Damaged Shipment

1. Save all packaging.
2. Note description of damage upon signing for product.
3. Do not remove goods from the area where damage was first identified.
4. Note damage description on packing slip, if available.

Step 2 - Call Rich Gallatin 4-6854

1. Damage must be reported within 24 hours to the vendor/carrier.
2. Receive additional instructions (inspection).

Step 3 - Notify your Departmental Business Office

1. Submit packing slip, if available.

MMDC Tours!!!



Would you like a tour of MMDC?

We are offering tours for groups of 10-20 people. The tours generally take 2 hours (can be adjusted if needed) and are packed full of information. Please contact Kerry Ticen at 49-47205 or kticen@purdue.edu to reserve your spot today!

If you would like help or have any questions about the services we offer, please do not hesitate to contact Kerry Ticen, our Customer Service Representative, at 494-7205 or kticen@purdue.edu. Thank you!

Would you, or someone you know like to be added to our mailing list for this newsletter? Please let us know! Email Kerry Ticen at kticen@purdue.edu to be added today!