

Business Services/Purchasing Department

Sam Perry – Purchasing
Manager



Mission Statement

The Loyola University Chicago's Purchasing Department will be a strategic, responsive resource for the University. This function will provide innovative, cost effective solutions, develop suppliers to more valuable roles, and continuously seek to improve service levels. To accomplish these objectives, Purchasing will:

❖ Negotiate agreements with qualified suppliers that leverage the University's purchasing power to contribute to our competitive position.



Mission Statement (Con't)

- Develop efficient and innovative processes and expand areas of involvement and support.
- Manage suppliers and assets to meet or exceed service level requirements.
- Identify, communicate, and implement internal products, resources, and expertise for use throughout the University.
- Develop, implement and maintain communication plans for all Purchasing (Business Services) initiatives and activities.



How To Purchase Products/Services

- Complete On – Line Purchase Requisition Form found at www.luc.edu/Finance/Forms.shtml
- Scroll down to **Business Services Forms** and select **Purchase Requisition**
- E-Mail Completed Form to purchlsc@luc.edu, fax to 8-3610, or hand deliver to Granada Center, Room 250.



Purchase Requisition Information

- Suggested Vendor Name, Address, City, State, Zip Code.
- **Accounting Unit (Six Digit), Account(Four Digit).**
- Department Name, Campus, Contact Telephone Number, Requested By, Building, Room Number.
- Quantity, Catalog #(If Known), Description, Unit Price, Total Amount.
- **Budget Administrator Signed Approval**

Note: All Hardware / Software Requests must be approved by Information Technology.



Loyola Furniture/Furnishings Program

- Establish and administer a standard for interior furnishings. This includes all campus furnishings, carpet and paint.
- Create a budget proposal based on project requirements and material selection, secure final bids, order and track material, coordinate and, in most cases, supervise installation.
- Work with departments to provide space planning and ergonomic and solutions.
- Coordinate and manage the Redistribution of Assets Program in a university-wide cost savings effort.



Resources

- Sam Perry – Purchasing Manager: E-Mail : sperry@luc.edu – 773-508-3607 (Telephone).
- Susan Yanek – Manager, Design Services: E-Mail: syanek@luc.edu – 773-508-3605 (Telephone).
- Vicci Bower - Tennant– Buyer – E-mail: vbower@luc.edu – 773-508-3613 (Telephone).
- Robin Schultz – Buyer – E-Mail: rschul3@luc.edu – 773-508-3609 (Telephone).
- Shannon Blackburn – Purchasing Asst. – E-Mail : sblack3@luc.edu – 773-508-3598 (Telephone)
- Purchasing Fax: 773-508-3610
- Purchasing Web : www.luc.edu/business_services/purchasing.shtml
- Other Purchasing Responsibilities: Loyola Copier Fleet, Loyola Mailrooms, Printing Services, Snack and Beverage Vending.

