



### Mail Room

As a reminder, please make sure your NAME is included on all packages being delivered to the College. Packages delivered to the College without a specific name or department, will cause delays in processing and delivery time.

### Copy Center

Normal business hours to pick up or drop off copy items are 8:00 a.m. – 5:00 p.m. If you are unable to get to the Copy Center during normal business hours, please contact us directly at ext. 3145 for assistance.



### MANAGED PRINT SERVICES CONTRACT WITH HP



Utica College has entered into a new agreement with HP. This new agreement will help Utica College improve response times and change the process for ordering supplies. Toner will no longer need to be ordered by phone. HP is monitoring print supply status electronically and will be auto ship supplies directly.



Each toner will ship to the room number of the printer, and the shipping label will read "Routing Info" with a section called "Printer ID" and a 7-digit number. This number will match the number on the HP printer label and the only printer that toner should be used in. Empty HP toners should be placed inside the newly shipped toner box and shipped back free to HP. New shipping labels will be located inside the box of the replacement toner and should be used when shipping back to HP. IITS no longer needs to collect these for return.

If you have any spare "Encompass" Toners from Toshiba, please return to the Help Desk and label them "New-Unused".

### Servicing Information:

For any service related needs please call HP (1-800-745-2025) and provide the 7 digit number for your printer.

If your printer still has a Toshiba Label, and does not have an HP sticker, please contact Computer User Services at 315-792-3115 or [helpdesk@utica.edu](mailto:helpdesk@utica.edu), and they will update it. If you have any questions, please feel free to contact Scott Getz at 315-792-3820 or [sgetz@utica.edu](mailto:sgetz@utica.edu).

### RENTAL CAR GAS OPTION

Car rental agencies are providing several options for refueling of a vehicle prior to drop-off. Do not select the "Pre-pay" option. Travelers should continue to refuel the tank just before returning the vehicle, as has been done in the past and is the most cost effective option.



### OFFICE SUPPLY ORDERING

WB Mason is our sole supplier for Office Supplies. Office supply orders can be placed online at [www.wbmason.com](http://www.wbmason.com).

If you are unsure of your login credentials or if you need to add, delete or modify the individuals in your department who are authorized to order, please contact our office via email at [purchasing@utica.edu](mailto:purchasing@utica.edu) for assistance. If you need training or assistance in ordering, WB Mason will come on site for individual or group training sessions.

#### Navigating the Preferred Items List:

Please be sure to check out the preferred items list when ordering. This is a list of most frequently ordered items and as such reflects best pricing. You can access this list by logging into your account and selecting the “Favorites” drop down box. Then select the “Office Supplies” link and it will bring you to the preferred items list. You will notice that all items have a red check next to them. Please ensure to order items with the red check as these items reflect our best negotiated prices. On the left hand side of the screen you can chose categories to help narrow your search.

#### Office Supply Reminders:

Items purchased for personal use such as hand sanitizer, tissues, candy, snacks, coffee, soda, paper plates, utensils, and other break room supplies are not office supplies and should not be ordered through this process.

If there is a particular item that you need and are unable to find on WB Mason’s website, please contact our office for assistance.



Utica College has now also partnered with JetBlue [BLUEINC](#) to assist travelers making flight, hotel and car rental reservations. To enroll, provide your [True Blue membership #](#), to Purchasing/AP Department via email at [purchas@utica.edu](mailto:purchas@utica.edu) and request to join the BLUEINC corporate travel program. You will receive the [BLUEINC](#) invitation via email.

- Utica College will earn 3 points per \$1 spent to redeem on future travel.
- Travelers earn 6 points per \$1 spent
- You can book hotels and rental cars
- You can store the UC One Card securely on the website
- Multiple travelers can book on one trip using separate credit cards if necessary

All travel must follow the Utica College [Business Travel and Entertainment Policy](#).

### STAFF DIRECTORY

#### Purchasing/Accounts Payable

Bobbi Smorol, Director of Business Services	x3017
Colleen Bentley-Cicccone, Asst. Dir. of Business Svcs	x3018
Megan Belfield, Accounts Payable Specialist	x3718
Amanda Tutino, Accounts Payable Specialist	x3128

#### Copy Center/Mailroom

Lisa Rabideau, Coordinator of Communication Svcs	x3145
Mary Agnew, Copy Center Specialist	x2497
Raymond Biggs, Asst. Communications Coordinator	x3144