



OSWEGO COUNTY PURCHASING DEPARTMENT

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January 30, 2009

To: Department Heads
From: Fred Maxon, Purchasing Director
Re: Purchasing Initiatives 2009

There are 2 initiatives related to Purchasing being planning for 2009 that you need to become aware of.

1) The J.D. Edwards upgrade.

We intend to implement the purchasing module of this software upgrade. This will mean training of some department staff in creating and processing purchase requisitions through the software program. My staff has begun a list of current staff that routinely fills out the purchase requisitions we receive now. As the transition to the new program (Enterprise One) occurs, training in the use of the purchase requisition interface will be required.

2) Usherwood printer/copier analysis.

The usage of our printers and copiers needs to be looked at periodically. The technology involved in creating documents and copies continues to become more and more closely aligned. It is now hard to tell a document produced through a networked printer, and a document fed through a copier. The real difference is in the price per impression.

Usherwood office technologies have a program entitled "Spot." Spot can be used to analyze our printer and copier needs. Our networked printers and copiers have already been analyzed for use, status, life count etc.

The next steps will involve an Usherwood employee inventorying all of our printers and copiers that are *not* networked. Your department's cooperation is essential to this effort.

The analysis and recommendations will be shared with you later this year. It is my belief that we will be able to show significant savings through minor adjustments to our document creation habits.