

Eastern Illinois University

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### 09/09/1991 - EIU Celebrates National Purchasing Week

University Marketing and Communications

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FOR IMMEDIATE RELEASE:

EIU CELEBRATES NATIONAL PURCHASING WEEK

CHARLESTON, IL--Getting the right product at the right price to the right place at the right time is what Eastern Illinois University's Director of Purchases Elda Hall and her staff of purchasing managers do best.

As Eastern faces a tight budget for the coming academic year, their purchasing decisions will play an even more important role in maintaining sound fiscal operations at the University.

While their daily efforts often go unnoticed, there is one time of year--"National Buying for Higher Education Week"--when they and thousands of other campus purchasing authorities nationwide are given special recognition for their contributions to higher education.

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Eastern's purchasing professionals have a lot to be proud of as they celebrate this year's observance, Sept. 9-13. The special week is sponsored by the National Association of Education Buyers Inc., of which Eastern is a member.

With a total of 70 years' experience, Eastern's seven full-time employees in the purchasing office handle the University's annual purchases of about \$12 million in goods and services.

They do everything from the bidding stage through the receipt of goods and approval for payment, and process more than 14,000 regular and departmental purchase orders annually.

Daily, Hall and her staff obtain the many routine and unique products and services the University needs to operate. Besides purchasing and delivering products, they are responsible for complying with legal requirements.

"Sometimes the task is overwhelming, trying to meet the needs of departments, getting bids from the long list of vendors, and complying with all the rules and regulations promulgated by the State of Illinois, Board of Higher Education, Board of Governors, Illinois Public Higher Education Cooperative and the University," Hall said.

Charles Colbert, Eastern's Vice President for Business Affairs, said, "We have an excellent purchasing department with a professional staff who have the knowledge and dedication it takes to make the best buying decisions for the University."