

Delta College

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September 18, 2002

Cynthia Howie
NAEB Michigan Regional Scholarships
Eastern Michigan University

Dear Cindy:

Please consider me for one of the scholarships to the NAEB Regional Meeting next October

The college has just implemented ordering on line for office supplies and is considering a purchasing card for other items. We are also revamping our travel procedures.

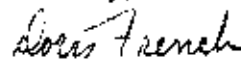
I have been ordering on line for office supplies, as requisitions are received in Purchasing, for over a year. The company could have delivered desktop, but the college required all items to arrive at Shipping and Receiving. Now all office supplies are being delivered desktop through another company.

Ever since the NAEB Regional Meeting where I heard about purchasing cards, I have been asking why we must have so many requisitions come through Purchasing for items that the employee could have charged to a departmental purchasing card with one bill, one check printed monthly, and no purchase order. Now I am hearing some feedback that this might be a possibility. For the past eight years I have been using one for all of the airline tickets that the college purchases and we get one bill a month, which I reconcile.

The travel forms we use currently can be combined into one form, which I submitted to my supervisor two years ago. She is considering that form now.

Thank you for considering my application for the scholarship.

Sincerely,



Doris French



Learning is our primary measure of success.

Dear Cindy,

I am applying for the Michigan Region Scholarship in the amount of \$500 so that I can attend the NAEB Basic Purchasing Institute in November. Below is my personal purchasing story.

My working career began in 1986. My husband and I had three small daughters when he was injured on the job. The day finally came when he was unable to return to work. This left me no choice but to go out and find a job. I filled out an application at the our local school district. The next morning I was called to work. I began working for them as a secretary.

After a few years I had to take a one year leave of absence. Upon returning I had to take whatever position was available. There were only two places out of 24 buildings that I didn't want to go to. One was the alternative learning center and the other was purchasing. Guess where I was placed? Purchasing!! Well, I had to suck it up and report to purchasing.

This is where I spent the next ten years. My job title changed three times until I couldn't move up anymore. So, I remained the number one account clerk. During this time I assisted the Director of Purchasing with all of his duties. I knew I could do his job. But, how would I ever get the chance?

In 1997 illness struck and I couldn't hold my job. For the next two years I worked a couple jobs where I could set my own hours depending on how I felt. One day I received a phone call from the Director of Curriculum at the same school district I had left. They wanted me to come back and take over the textbooks program for the entire district. At this time my new husband and I weren't sure if I would be able to work a full time job. But, I decided to give it a try.

After only a few months, I began to feel like I was stuck in a rut. I was a secretary and would never amount to anything more! This was very depressing to me. I didn't want to be 'just a secretary' the rest of my life. I was capable of doing so much more. I started looking at administrative assistant positions in the newspaper.

I applied for the position of purchasing agent at the St. Clair County Community College and was hired! And to think that just one year ago I felt that I would never be more than 'just a secretary'. Purchasing was one of the last places I wanted to be, but once I was placed there, I discovered that I had found my niche. I have completed an associates degree and am continuing on for my bachelor's. I absolutely love my new position and am so grateful that the college believed in me and my work to give me the greatest opportunity of my career!

I have never received any formal training in purchasing. I would love to attend the NAEB Basic Purchasing Institute. I am planning to obtain my purchasing certification and feel this is a great place to start.

Thank you for your time and consideration.

Jan Miron
W (810) 989-5726
H (810) 982-0106



FERRIS STATE UNIVERSITY

Cindy Howie
NAEB Michigan Regional Scholarships
September 9, 2002

Lisa Besemer
NAEB Michigan Regional Scholarships
Ferris State University
420 Oak Street PRK 250
Big Rapids, MI 49304

Dear Cindy,

I would like to apply for the Michigan Region scholarship in the amount of \$500.00 to be used toward the national conference scheduled for May 2003. I will be attending to learn more about my responsibilities as Regional President during the 2003 year.

My story is of one of my 1st tasks in higher education purchasing. I began at Ferris in July of 2000 and there was already a Dell purchasing agreement and standardization on campus. Although this helped some the problems was still acquiring accurate quotes and getting product in a timely manner.

I worked with the support personnel here at Ferris and also the sales persons at Dell to created a "bundle" available on the web to allow departments to configure the computer that they felt they needed. The purchase order then referenced the quote number and was sent to the computer support personnel to enter the computer on-line with Dell.

This central web ordering did several things:

- Notified the support personnel of new equipment coming in.
- Allowed the support personnel to review what the departments were acquiring.
- Standardized the type of equipment being purchased.
- Speed the delivery time to the campus by more than 1 week (Average 7 days).
- Allows for tracking of orders in process and in shipping.

I would appreciate your considering my application for this scholarship.
Thank you for your time.

Sincerely,

Lisa Besemer
Buyer
Ferris State University
(231) 591-3900

PURCHASING OFFICE

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August 23, 2002

Cindy Howie
NAEB Michigan Regional Scholarships
Eastern Michigan University

Re: Michigan Region Scholarship/NAEB Professional Dev. Course 02/03


Cindy,

First, let me introduce myself. My name is Judy Burton and I am a new Buyer in the Purchasing Department at Oakland University. I have worked in the Purchasing Department for 16 years this October in every level from Clerk to Buyer. During my time as Purchasing Assistant I had the opportunity to serve as the purchasing representative for the Banner Finance Module implementation. Implementing the procurement module was both challenging and a great learning experience. Apart from all the work involved, I established some valuable working relationships, as well as, lasting friendships. I was able to attend the SCT Summit in Florida and I continue to be involved in committees related to the university-wide integrated Banner system. I constantly gain new insights into the way an on-line procurement system works both pro and con. All in all I feel that it was a very good experience.

I am applying for the NAEB Professional Dev. Course 02/03. As I stated earlier, I am a new Buyer and feel that being able to attend professional development courses in my field would enhance my ability to perform my job.

Thank you for your time and consideration of my entry.

Sincerely,


Judy Burton
Buyer