

News

An Invitation to Purchasing Card Report

submitted by Bobbie Dalquist, manager, accounting information systems

This summer, a Lean Improvement Event was held that focused on increasing the use of the purchasing card.

The Pcard Lean Report Out regarding this inquiry is scheduled for 9:30 to 10:30, Tuesday, Aug. 21, in Fisher 139.

We encourage each department to send at least one representative.

Here's the background:

We felt that using purchasing cards saves a lot of time compared to other purchasing processes, and we wanted to see if we could prove that.

We assembled an improvement team comprised of staff in accounting services and purchasing to work with five staff members from academic and auxiliary services departments.

The Lean Report Out will present the improvements and changes made to purchasing policies and procedures to make it easier and more efficient to use your purchasing card.

In the process of doing this review, we feel that we came up with a better understanding of when a purchase order, blanket order, check request, petty cash and purchasing card should be used.

For more information on Lean Improvement Events, visit Lean.

Flags at Half-staff

Flags will be at half-staff today in honor of 1st Lt. Todd Lambka, of Fraser. Lambka, 25, died Aug. 1 in Paktikap province, Afghanistan.

A graduate of the US Military Academy at West Point, Lambka was assigned to the 1st Battalion of the 28th Infantry Regiment in the 4th Infantry Brigade Combat Team of the 1st Infantry Division, in Fort Riley, Kan.

Flags will be returned to full-staff on Thursday, Aug. 16.

Seminars and Workshops

MSE Seminar

Professor Yuping Wu, of the New Energy and Materials Laboratory, Department of Chemistry, Fudan University, Shanghai, China, will present a seminar, "Aqueous Rechargeable Lithium Batteries (ARLBs) of Super-fast Charging Like Filling Gasoline," at 2 p.m., Friday, Aug. 17, in M&M 610. To view the the abstract, see Batteries.

Regular Features

Job Postings

Staff job descriptions are available in Human Resources or at <http://www.admin.mtu.edu/hro/postings> . For more information regarding staff positions, call 487-2280 or email jobs@mtu.edu .

Faculty job descriptions can be found at www.admin.mtu.edu/hro/facpers/facvac.htm . For more information regarding faculty positions, contact the academic department in which the position is posted.

Staff Job Posting 08/15/2012

Coordinator, Youth Programs
Center for Pre-College Outreach

Apply online at <http://jobs.mtu.edu> .

Please note: Human Resources is transitioning to an online application process for the job posting above. To read the notice to applicants, please go to Posting.

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