

LSU Catering

- UAS manages contract between LSU and LSU Dining
- Catering invoices are emailed to customer
- Invoice is to be processed as soon as possible. (LSU Dining extends credit)
 - University funds – AS499 needed – direct charge
 - Private funds

Examples

Brandi Roberts

From: LSU Catering <orders@catertrax.com>
Sent: Friday, October 14, 2011 10:22 AM
To: Brandi Roberts
Subject: Thank you for your business

77 Tracking Message for order 231

Date: 10/14/2011 / Time: 10:22 AM Message From: swashington

[View this message in your inbox.](#) [Order has been placed. For more information, please click here.](#)

IT'S QUICK EASY ABOUT YOUR BUSINESS PLEASE CLICK HERE TO FILL OUT

[Print Invoice](#)

Roberts, Dear Brandi

LSU Dining Administration for your important event. We sincerely hope that all of your expectations were exceeded. If you have any questions by any means, please do not hesitate to call us at (225) 578-6656.

Thank you for selecting us for your event. We are pleased to have you as a customer and we look forward to serving you again. If you have any questions, please contact Brandi Roberts, brobert1@lsu.edu or 578-5813.

PRINT INVOICE link above to print your final invoice. Click

If your event is to be paid by AS499 or Foundation Check, please utilize this copy for submission. If you are having trouble printing your invoice, please contact Ceramic Green.

please contact Brandi Roberts, brobert1@lsu.edu or 578-5813.

Call [578-6656](tel:578-6656) or brandi@catertrax.com

INVOICE # 0266923177

Thursday, 10/14/2011

Ordered On: 10/14/2011

LSU Dining Administration

LSU Box # 1783

101 S. Student Union

LSU, Baton Rouge, Louisiana, LA 70803

Phone: 504.388.6656

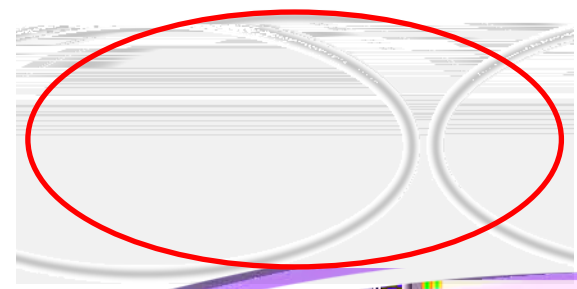
First Name: Brandi

Select: ASUBRING

Copy and Mail Centre

Method: In Building

Address:



Student Union Event Management

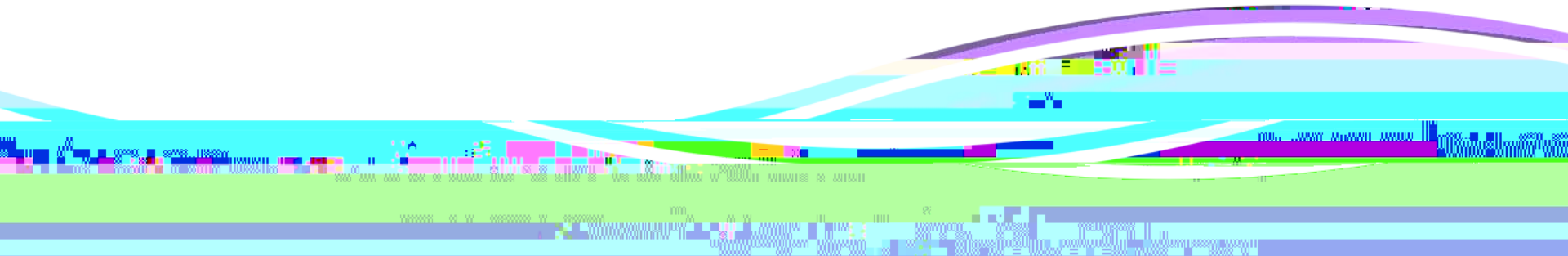
- **LSU Student Union Room Usage** - FREE for University departmental events that do not charge admission.
 - Charges may apply for equipment and/or personnel.
- **Prices range from \$65-\$675 for events with PAID admission.** Price determined by choice of room (Multipurpose, Meeting, Conference, etc.)
 - See “Reservation Guidelines” for examples of events with paid admission.
- **Pricing available on Union website under “Reserve space”**
 - Rates are for room usage only and ***do not include*** equipment or personnel charges.

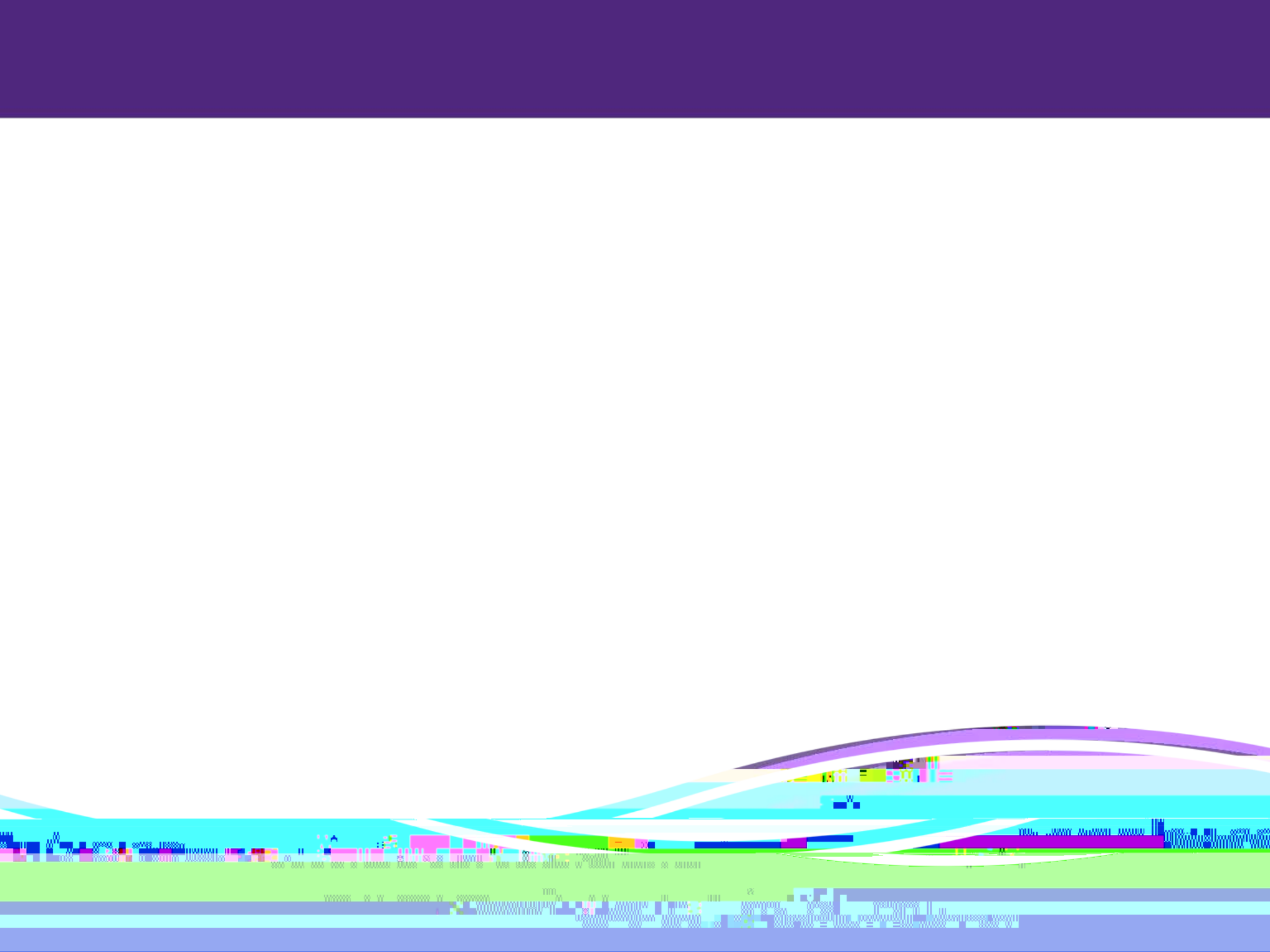
Student Union Event Mgmt., *cont'd*

The Event Management Office also accepts reservation requests for specific outdoor areas on the LSU campus.

These areas include:

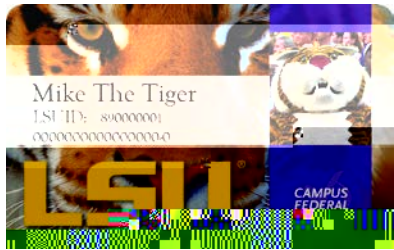
- Acadian Field
- Band Practice Field
- Chemical Engineering Field
- Enchanted Forest
- Free Speech Circle
- Greek Theater
- Kirby Smith Field
- Memorial Tower Steps
- Natatorium Field
- Oak Grove
- Old Front Nine
- Parade Ground
- System Lot
- Tower Drive (Chained Area)
- Union Plaza







Tiger Card Office



Tiger Card Office

Location: 109 LSU Student Union

Phone: 225.578.4300

Hours: M-F, 7:30 am – 5:00 pm

Email: tigercard@lsu.edu



Accepted at 300+ locations on and off campus

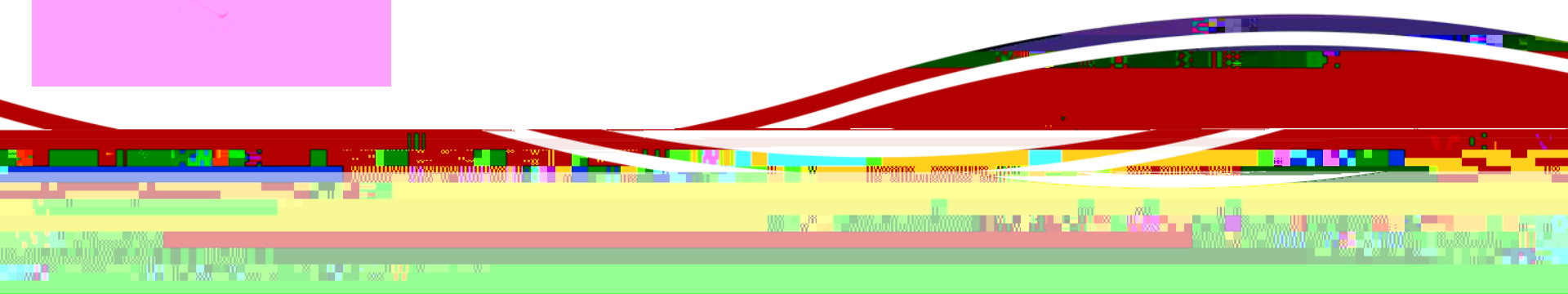
Payroll Deduction

Online Deposits: www.tigercard.lsu.edu



Tiger Card Driven Applications

PS-87



LSU Easy Ship

Where are we?

- UAS assumed ownership 9/1/11
- Based out of the Tiger Card Office
- Two-month analysis
- Software limitations
- International shipping limitations
- Limited parking for package drop off
- Conclusion

Copier Management

- Per copy/print charge
 - All inclusive: toner, staples, service & parts
- Free, unlimited scans
- No monthly lease fee
- No maximums
- Low, flat rate per page

Suzanne Smith, Manager

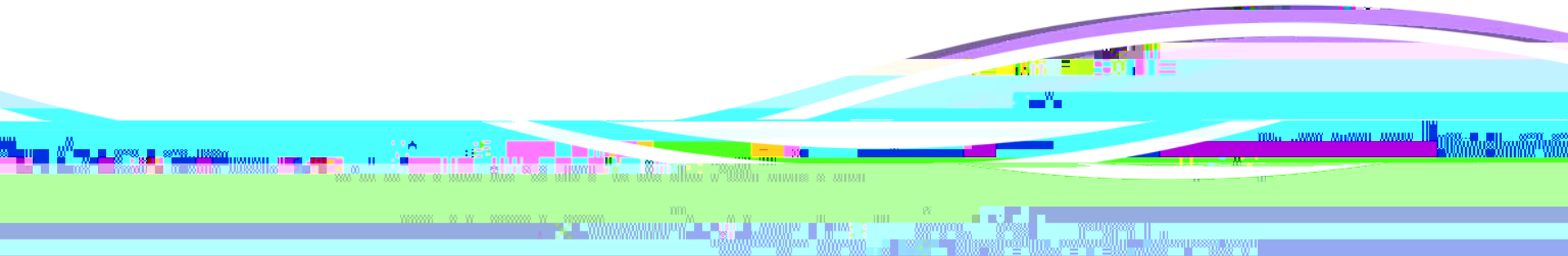
smsmith@lsu.edu

225.578.8301



Departmental Machines

- Multi-function Devices (MFDs)
 - Print, Scan, Fax
 - Color
 - Able to use as a networked printer
- Electronic collection of meter reads
- On-line monitoring
- On-campus service
- Free parts and labor
- Easy billing
- Document security and storage



Cost Savings to Departments

Volume-Based Placement

- Pricing
- Speed
- Features

Machines located to service more users

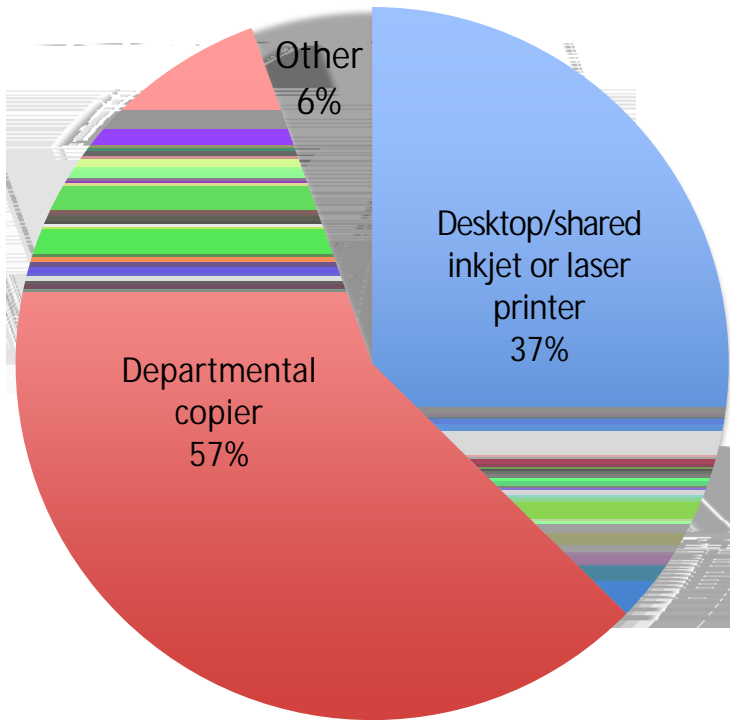


Raise volume by directing printing to MFD

- Mainframe printing
- Device consolidation

Copy Versus Print

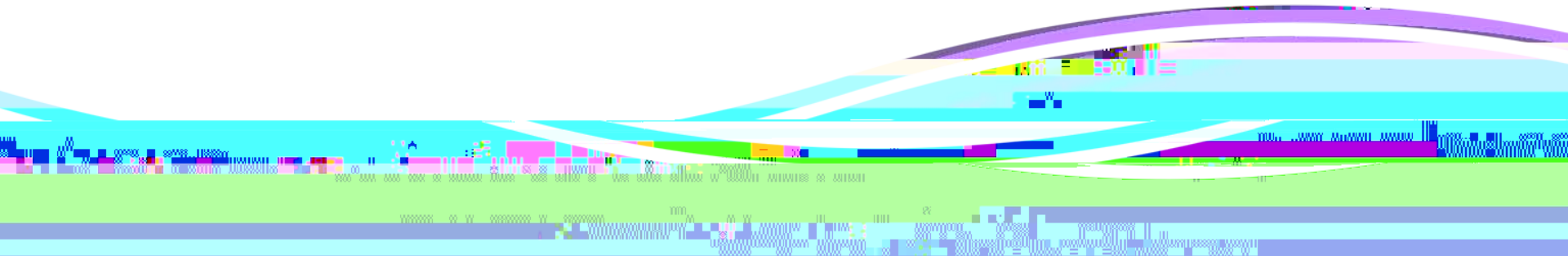
Primary output device



Print Management Solution

Vision

- Distributed & Centralized Approach
 - Mix of large, robust MFDs / smaller, printers
 - Mix of Color & BW
- Improved service, maintenance, efficiencies
- Reduced burden on all staff and faculty
 - Service, support, supplies

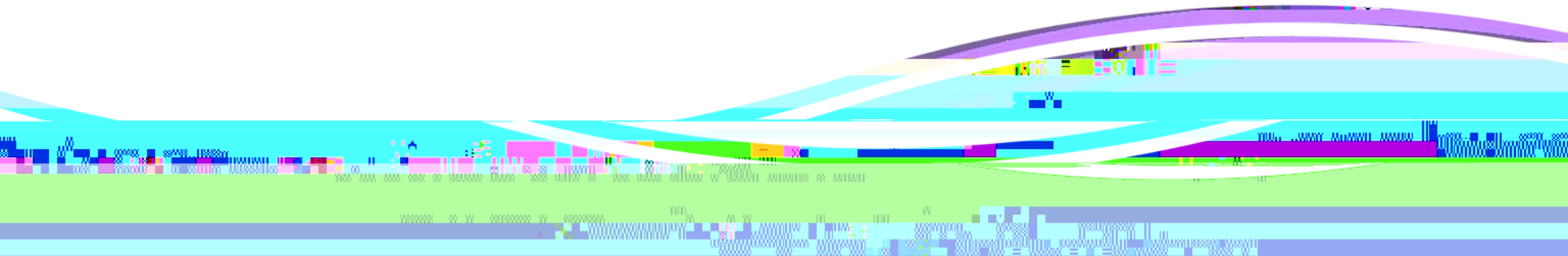


Print Management

Goal

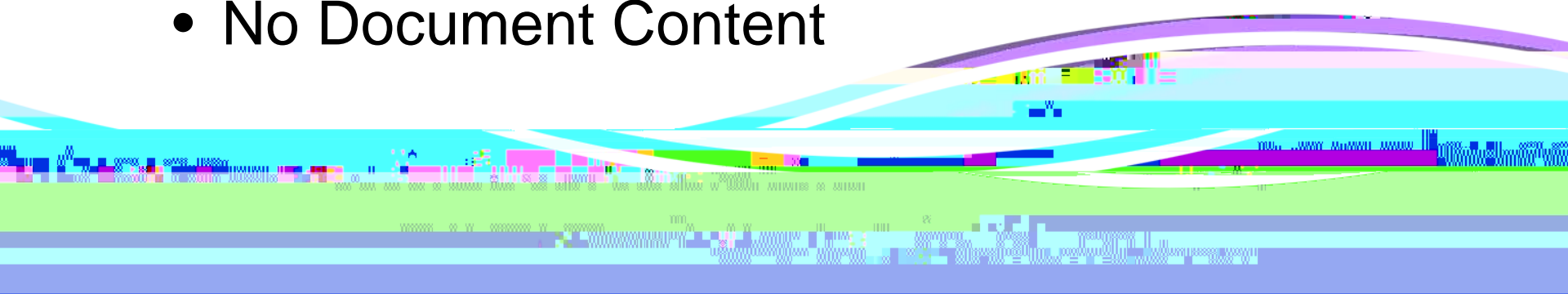
To understand the print requirements, cost factors, and print behavior on campus so that the best solution can be determined

- Productive
- Efficient
- Convenience
- Best Cost



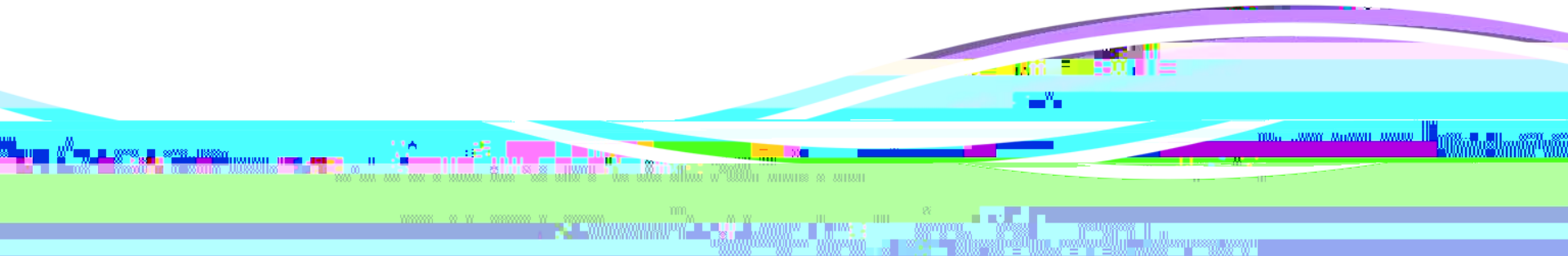
Print Management

Document Assessment – *What we need to know*

- Printers
 - Total number
 - Networked, shared, local, direct IP
 - Make, model, monochrome, color
 - Print jobs
 - Number of pages, date and time
 - User ID
 - No Document Content
- 

Print Management

- Campus participation
 - Capture data from different zones of campus
- Vendor participation
 - Different vendor solutions and software



Printing Options at LSU

RICOH Mail & Copy Services @ LSU

- Purchasing rules apply regarding bids/PRO
- 3% goes back to LSU
- Wide format, laminating, course packets
- La Carte cards and budget codes accepted
- ricoh@lsu.edu or 225.578.6756

LSU Campus Mail Pickup & Delivery Cycle



Delivery to dept.



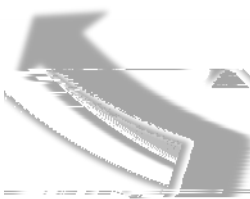
Pick up/drop off at dept.



Sorting at RICOH



Sorting at RICOH



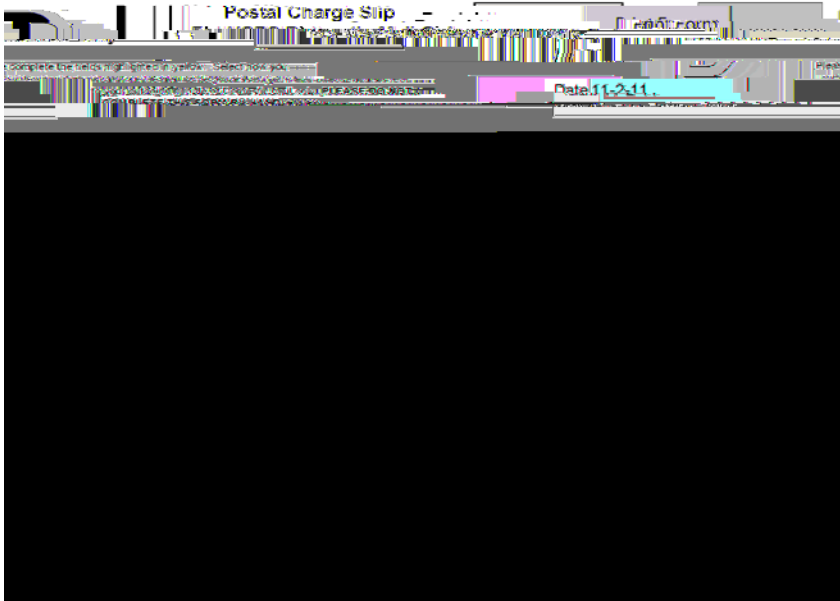
Delivery & pick up at USPS



Campus Mail Procedures

Charge Slips

- Use for all metered mail
- Print out and rubberband around mail – do not use stickers

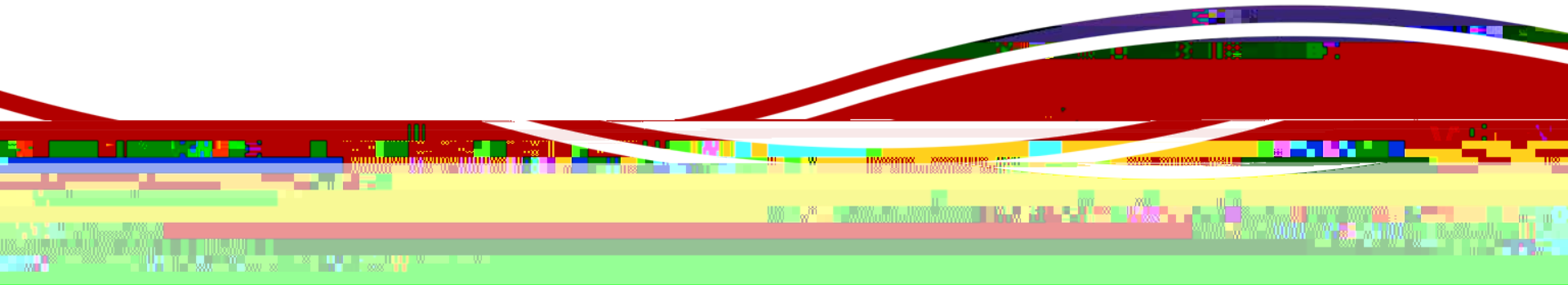


- Must even be used for individual pieces of mail
- Ensures postage is billed to correct budget code
- <http://pas.lsu.edu/mailing-services/forms>

Mail Tips

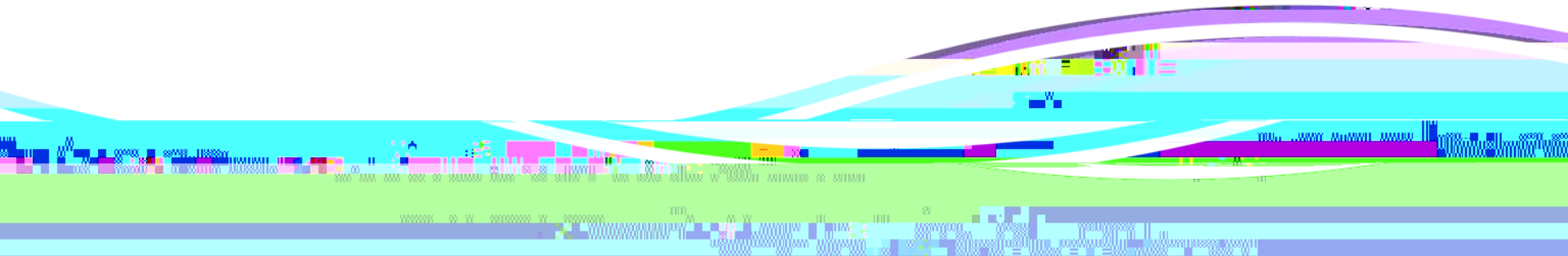
Holiday Closures

- Be mindful of dates! <http://www.usps holidays.net/>



In Conclusion

University Auxiliary Services and the LSU Student Union



Next Meeting

HRM

When: December 6, 2011 @ 9:30 am – 11:00 am

Where: 225 Peabody Hall

