FOR IMMEDIATE RELEASE
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**Materiel Management Central Stores Will Phase Out**

In line with a recent Alamo Colleges' reorganization and realignment of Acquisition Department functions, the central stores component of Materiel Management will cease to operate on November 30, 2009. Items previously requisitioned through central stores will not be available. The one exception is the sale of copy paper. In the near future, a separate communication about copy paper will be forthcoming.

Because of the closing of central stores, departments may continue to requisition only those items remaining in stock. Material Management will use the Banner System to “credit” or refund all outstanding orders for commodities that are no longer in stock. After November 30, any remaining stock will be distributed.

Departments may now order supply items previously available from central stores by submitting regular purchase requisitions through the Banner System. Many, if not all, central store items are currently available on existing supply contracts. If you have questions concerning placement of an order, please contact District Purchasing at 485-0100.

In the past, central stores ordered, stored and provided a variety of goods for campus and district clients, including Alamo Colleges’ stationery, copy paper, various forms and storage boxes. With a recent emphasis on cost savings, Alamo Colleges studied the expense of delivering these goods and is examining other methods.

District Communications provides a letterhead and envelope logo template on their Web page. Employees can save the electronic letterhead template to their computers for use electronically and can print their own letterhead. If a hard copy is needed, employees can compose the communication and print on a color printer. If greater quantities are needed, they should contact the District Print Services.

We appreciate your cooperation and support as we implement these changes.