

About Us

University Auxiliary Services and the LSU Student Union

- Entrepreneurial leadership in campus services
- Provide facilities for student, faculty, and staff events
- Offer programs and events to enrich the LSU experience

www.lsu.edu/union
www.uas.lsu.edu

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 10:23 AM
To: Brandi Roberts
Subject: Thank you for your business

Tracking Message for order 23177

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

Order has been Marked as processed by admin: swashington | Processed email sent

[PLEASE CLICK HERE TO FILL OUT A VOICE SURVEY ABOUT YOUR EVENT](#)

[Print Invoice](#)

Dear Brandi Roberts,

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

Click [PRINT INVOICE](#) link above to print your final invoice.

If your event is to be paid by AS499 or Foundation Check, please utilize this copy for submittal. If you are paying by AS499, please stamp the invoice as a direct charge and attach a copy of the AS499 and guest list if appropriate. If you have questions about this process, please contact Brandi Roberts, brobert1@lsu.edu or 578-5813.

If you are having trouble printing your invoice, please contact Cheramic Gosnell, catering@lsu.edu or 578-5952.

*** If you have a Business Manager that pays invoices for your department, please forward this e-mail to that person. They will be able to print the invoice and submit for payment.

Thank you,
 Cheramic Gosnell
 Union Catering Director

Jonathan Miller
 Faculty Club Director

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Invoice

<https://lsucatering.catertrax.com/shopprintinvoice.asp?oidToken=E...>

		LSU Dining Administration LSU Box 21775 101 LSU Student Union Building, Baton Rouge, LA 70803 (225) 578-2356	INVOICE #0206923177 Thursday, 10/13/2011 Ordered On: 10/14/2011 Complete																				
Customer Information First Name: Brandi Last Name: Roberts Address: Copy and Mail Center City: Baton Rouge State: LA Zip: 70803 Department: University Auxiliary Services Email: brobert1@lsu.edu Phone: 225-578-5813 Tax Exempt: True Exempt Info: 72-60000848		Delivery / Pickup Information Select: LSU Dining Location: Administration Method: In Building Delivery Contact: Brandi Roberts Delivery Phone: 225-578-5813 Event: MEAL PLAN REVENUE Kitchen Ready:																					
Payment Information Payment Type: AS499		Event Information Guest Count: 1 Pick-up/Delivery Date: Thursday, 10/13/2011 Setup Time: 6:30 AM Event Start Time: 7:00 AM Event End Time: 8:15 PM																					
MEAL PLAN REVENUE SUMMARY AS OF SEPTEMBER 30, 2011			<table border="1"> <thead> <tr> <th>Qty.</th> <th>Price</th> <th>Ext.</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>\$449,298.85</td> <td>\$449,298.85</td> </tr> </tbody> </table>	Qty.	Price	Ext.	1	\$449,298.85	\$449,298.85														
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DATE REC'D	DATE APP'D	CONTACT (PLEASE PRINT)		EXT.																			
APPROVAL SIG.																							

1 of 1

10/19/2011 3:06 PM

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

Student Union Event Mgmt., *cont'd*

- **Equipment rental prices are incurred for:**
 - AV (ex: phone, DVD player, laptop, etc.)
 - Furnishings (ex: carpet for riser, extra chairs, privacy panels, etc.)
 - Personnel (ex: sound and light operator, night manager, etc.)
- **Process:**
 - All reservations must be made through the Event Management Office. In person is preferred; however e-mail, unionem@lsu.edu, and fax, 225.578.4329 requests are also accepted.
 - Policy requires all food/beverages must be catered through LSU Catering, 225.578.6656 or catering@lsu.edu

Union Theater Rentals

- View rental pricing, rules, regulations, etc. on Union Theater webpage. (www.uniontheater.lsu.edu)
- Pricing is based on type of event (ex: ticketed, non-ticketed, length of event, etc.)
- For further information regarding Theater rentals, please contact Ashley Marshal at 225.578.5782 or uniontheater@lsu.edu

Tiger Card Office

Location: 109 LSU Student Union

Phone: 225.578.4300

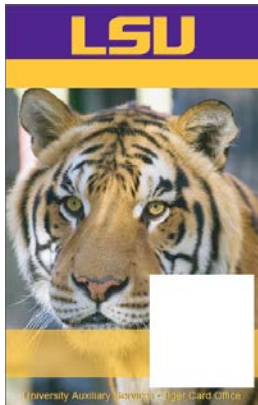
Hours: M-F, 7:30 am – 5:00 pm

Email: tigercard@lsu.edu

ID Card Services



Faculty/Staff	Student
Affiliate	Other



Summer Program IDs/Custom Badges	
Required Forms	AS527/UAS001
Badge Services	\$1.50 - \$2.50

www.uas.lsu.edu
www.lsu.edu/union

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Accepted at 300+ locations on and off campus

Payroll Deduction

Online Deposits: www.tigercard.lsu.edu

Tiger Card Driven Applications

PS-87

www.uas.lsu.edu
www.lsu.edu/union

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

LSU Easy Ship

Where are we going?



**Go to www.uas.lsu.edu/easyship to sign up
for training sessions, starting 11/7/11**

**www.uas.lsu.edu
www.lsu.edu/union**

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



www.lsu.edu/union
www.uas.lsu.edu

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

Four machines for four jobs...



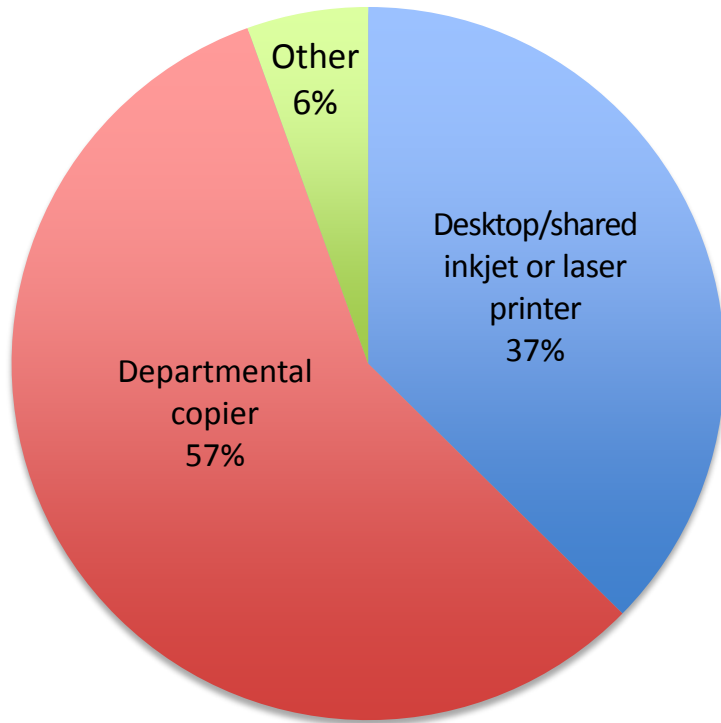
or one device that does it all?

Do more with less, for less.

www.lsu.edu/union
www.uas.lsu.edu

Copy Versus Print

Primary output device



Copier Management Survey, Summer 2011

More than one third of LSU's printing devices are not part of the Copier Management program.

The variety and number of unmanaged printers results in:

- Ongoing hardware costs
- Ongoing supply and maintenance costs
- Multiple and varying service contracts
- **Lost opportunity for savings per print**

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

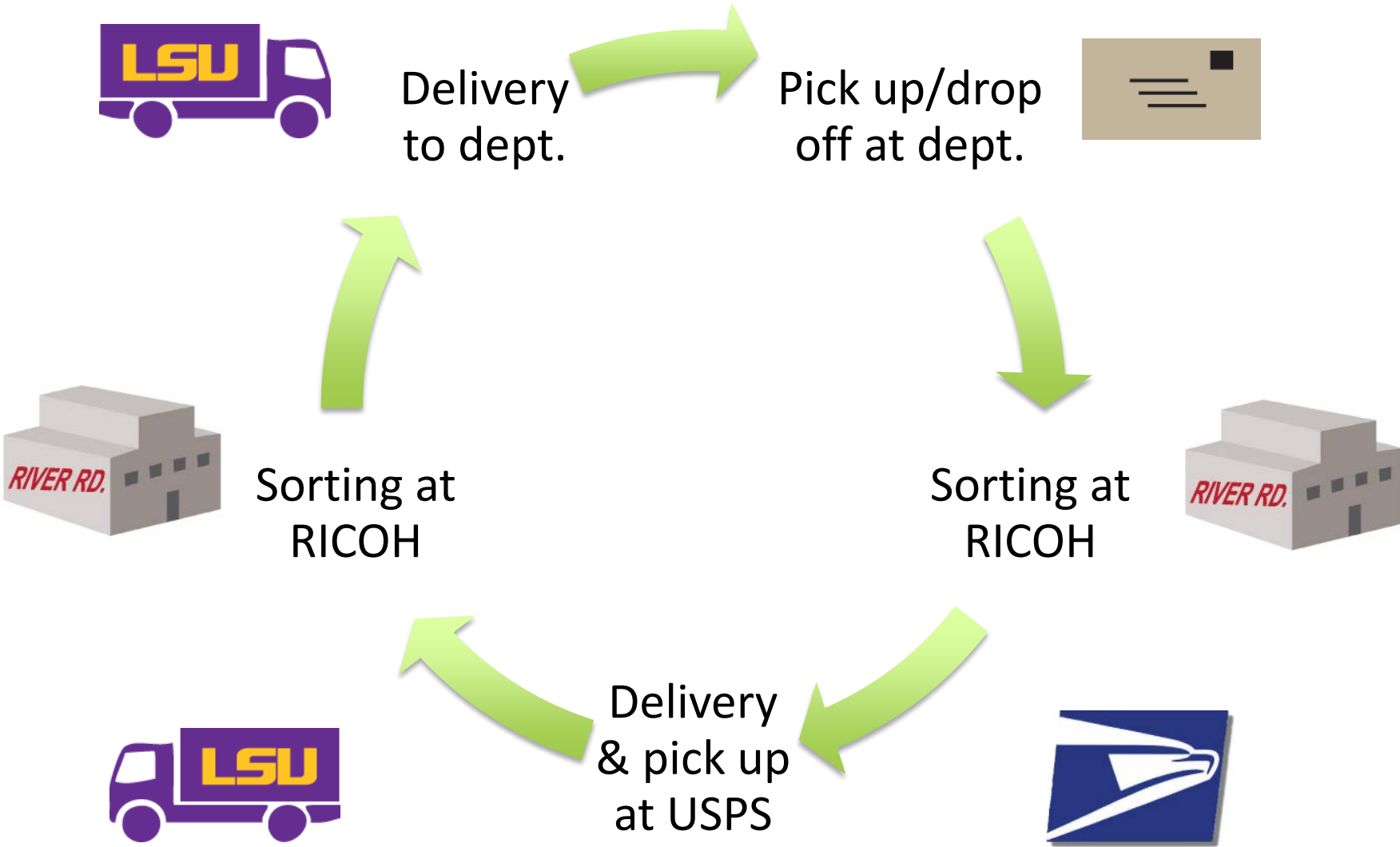
- Campus participation
 - Capture data from different zones of campus
- Vendor participation
 - Different vendor solutions and software

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



Campus Mail Procedures

Charge Slips

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

Postal Charge Slip
For USPS Domestic Mail Only

Please complete the fields highlighted in yellow. Select how you would like the mail to be processed, print and attached this sheet to your outgoing bundle of Domestic mail only. PLEASE DO NOT COMPLETE THIS FORM BY HAND.

Print Form

Date 11-2-11

D

Department University Auxiliary Services

Authorized By Who Brandi Roberts

Telephone Number 8-5813

Budget Code* XXXXXXXXXXXX
*Do not include hyphens

XXXXXXXXXXXX

Indicate below how mail should be processed:

<input checked="" type="checkbox"/> First Class	<input type="checkbox"/> Priority Mail
<input type="checkbox"/> Media Mail	<input type="checkbox"/> Express Mail
<input type="checkbox"/> Library Mail	<input type="checkbox"/> Other

Additional Services

<input type="checkbox"/> Certified	<input type="checkbox"/> With Return Receipt
<input type="checkbox"/> Delivery Confirmation	
<input type="checkbox"/> Insured	\$ <input type="text"/>

Departmental Reference (optional): Business Managers Meeting Mailing - Qty. 250

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

Campus Mail Procedures

Control Number for LSU Permit/Bulk Mail

- Minimum 250 pieces
- No Foundation (“F”) accounts
- Complete the form at <http://pas.lsu.edu/mailing-services/forms>
- Send the form and a PDF of artwork to lsumailsvc@lsu.edu
- Request must originate from LSU, not from vendor
- Three (3) business days to fulfill
- Department must obtain postage statement from vendor and send to lsumailsvc@lsu.edu; reference control number

Mail Tips

Holiday Closures

- Be mindful of dates! <http://www.usps holidays.net/>
- 1st business day after a weekend/holiday is busiest
- Pickups at RICOH's River Road site over Christmas holidays

Addresses

- Avoid acronyms (SG, CE, etc.); include building, department, and contact
- If you get a piece of mail in error, let us know

Personal Mail

- Personal mail and packages may not be picked up or delivered by Mailing Services personnel.
- [LSU Policy Statement 101](#)

In Conclusion

University Auxiliary Services and the LSU Student Union

We appreciate your business!

*Send comments and questions
about our services to uas@lsu.edu*

www.lsu.edu/union
www.uas.lsu.edu

Next Meeting

HRM

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

Where: 225 Peabody Hall

www.lsu.edu/union
www.uas.lsu.edu