



*for ordering
letterhead envelopes
sm. & large*

John Hylton

ORDERING OFFICE SUPPLIES

Order most things through Willson's Stationery - Gestetner paper & ink, or whatever. Willson's catalogue is in the bottom drawer of the desk. One advantage of ordering general office supplies from Willson's is that they deliver. Phone # - 299-0366. A.U.C.E.'s account number is 3385-01. Be sure to tell Willson's that it is A.U.C.E. Local #1 that is ordering, because they may charge it to the Provincial Association by mistake.

We can also buy things on account at the University Bookstore. A.U.C.E. Local 1's account number is 0606590. The Bookstore does not deliver.

Order letterhead paper and envelopes through Vancouver Envelope Company. The envelopes we use for referendum votes (with A.U.C.E.'s campus address already printed on them) from this company. - JACK KYLE

Before ordering things like office equipment through private companies, try ordering through the Purchasing Department. They quite often have good second hand equipment available, or they can purchase things for us at lower rates through their connections. The different people to contact within the Purchasing Department for different types of office supplies or equipment is listed in the University telephone directory under "Purchasing Department".

UNION BICYCLE

The combination lock number is 1. to open turn right to 20
2. turn left past first no. to 26
3. turn right to 0
4. pull open.

COMPUTER LABELS FOR MEMBERSHIP MAILINGS

To order sticky labels for membership mailings, phone Jean Tannock in the Data Processing Department at 228-~~3~~725. Jean isn't always there but somebody else can usually take the order. The labels cost about \$18.00 per set. Data Processing has divided the sets of labels up into three categories for their computers and designated each one with a different code number. Part-time members' list is code number 5; full-time members' list is code number 6; non-members' list is code number 7. The Union usually orders code numbers 5 and 6. A special request has to be made for code number 7 (non-members). A print-out of members names and departments can be ordered via Data Processing as well.

Data Processing determines who should be on our membership lists by means of who is paying Union dues (i.e. - who has signed a dues authorization form.)

Data Processing prefers that we order labels at least one week in advance because A.U.C.E. is low on their priority list for filling orders. However, it is still worthwhile attempting to get labels on shorter notice because they are quite often able to get our labels the same day they are requested if they are not too busy.

Contact Laurie in the Finance Department if somebody is not on the list who should be or if somebody is on who shouldn't be on the list. Her number is 228-3141.

6406 - William Hayter
IRC 2 furniture

Technician for Buchanan
Graham Foster
5579

INFORMATION ON BOOKING ROOMS

Woodward IRC and Hebb Theater are the only rooms on campus that will hold over 300 people. No charge is made for these rooms.

During the school terms book by phone through Sharon (228-3483) in System Services. Try to book rooms months in advance because the Union has low priority on these bookings. Confirmation of the bookings will come in the mail. During term breaks book rooms through Fern (228-4175) in System Services. Book any rooms to be used for meetings after work through Fern as well.

If either IRC or Hebb Theater cannot be booked, in desperation book Music Building Theater through Judy (228-3113) in the Music Dept. This does not cost anything to book either.

For sound systems for the meetings, call Tony (228-5579) for Woodward IRC and Dave Lindquist (228-2735) for Hebb Theater.

To book SUB Ballroom, call ^{Keren} ~~Ciselle~~ (228-3996). This costs \$200.00 although discounts can sometimes be arranged.

On the day the meeting is to be held, especially lunch-hour mtgs., double check about an hour in advance to see that the doors will be open, the microphones are connected or whatever you requested to be done has been done.

The I.R.C. Conference Room is used for Grievance Committee/Labour Committee meetings sometimes. To book this room, call Olive Higgins in I.R.C. at 228-5774. Confirmation papers are not sent for this room. The Griev. Comm./Labour Comm. also uses the Sedgewick Conference room sometimes. Ask Susanne Lester about this at 228-2406.

Loan out to basement -

Cecil Green Social Suite
Alumni Assoc. 228-3313 5884

*Conference Room (20 people)
New Admin. Bldg.
Val Dwyer - 2934*

*Fac. of Medicine
Conference Room 2421
IRC - 3rd floor - RM 310*

4771 - IMC