

Note for Tolchinsky, Karen

From: Tolchinsky, Karen
 Date: Wed, Dec 21, 1994 1:15 PM
 Subject: FW: van materials for 1995
 To: Schwab, Claude
 Cc: Eibon, Jeanne; von Germeten, Ann

Just to keep you updated on anything I've found out...
 According to some documents I found in a folder of Jeanne's, it seems the following items were ordered in 1994 for Van support:

	Quantity	Total Cost
Acrylic Collection Box	850	\$22,817
Golf Pencil (50/box)	1,000	\$ 4,190
Clipboards	4,200	\$22,112
Survey Cards (100/pad)	70,000	?
Survey BREs	50,000	?

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I believe LBCo handled the ordering process (Tony Ebolle).

I'm not sure if this helps. I'll keep trying to track down info, and I'll keep you posted if I find anything else out.

From: Tolchinsky, Karen on Mon, Dec 19, 1994 8:03 AM
 Subject: RE: van materials for 1995
 To: Schwab, Claude
 Cc: Callery, Jackie; Eibon, Jeanne; Shears, Carolyn; von Germeten, Ann

Claude,

can you hold off on making decisions until the first week in Jan??
 We can discuss all these issues in the process meeting -- the one where we're going to discuss improving procedures for '95. In this meeting (or very soon thereafter), I hope to have quantities and procedures for '95 discussed and pretty much finalized.

My initial reaction would be that we shouldn't use the remaining BRE's since we want to start 'fresh' with a clean process for next year [meaning, we'll use new PO Boxes. In addition, I'd also like to streamline the keying into one vendor (vs four). This way, if there are any discrepancies, it will be easier to back track...]

I believe LBCo printed the surveys last year. Jeanne's out this week, but I'll try to confirm...Also, I am not at all certain about the clipboards, pencils and receptacle boxes. I'll try and rummage through Jeanne's folders. However, if I come up empty, can this wait until the 26th (when Jeanne gets back).

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From: Schwab, Claude on Sat, Dec 17, 1994 3:39 PM
 Subject: van materials for 1995
 To: Eibon, Jeanne
 Cc: Tolchinsky, Karen; von Germeten, Ann

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hi,

I am organizing the budget for the 1995 van program, and Vicki Berner said you could provide guidance on items ordered by your department for the 1994 program, i.e. clipboards, survey receptacle boxes, pencils, survey cards, business reply envelopes.

Do you know who our supplier was for these items ? Do you know if we can re-use 30,000 remaining business reply envelopes? (i.e. will address on envelopes remain the same).

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