

To: N.C. Cooperative Extension
Date: April 28, 2016
Subject: Extension Publications & Name Badges | Ordering Process Updates

Extension colleagues,

We are pleased to share today updates regarding the processes for ordering employee name badges as well as certain Extension publications, which are now available for purchase online.

Name Badges

Regarding Extension name badges, employees should continue to complete the current order form, which should now be sent to the vendor – Rodzina Industries (rodzinaid@aol.com) – for processing. This minor adjustment in the procurement process will save a great deal of time and resources on the fulfillment end.

Name badge guidelines and resources are available on the [Extension Stationery Resources page](#) of our intranet.

Extension administration will still purchase the first name badge for new employees, but employees are responsible for replacement badges (those that are broken or lost). Replacement badges should still be purchased via check as before, with checks being sent to CALS Communications (guidance is provided on the website).

Extension Publications

Working in partnership with CALS Communications, we have reached an agreement with NC State Bookstores, which will now handle procurement for a selection of CALS and Extension publications.

Bookstores will offer the following publications online and in-store at this time: 2016 N.C. Agricultural Chemicals Manual, North Carolina Winegrape Grower's Guide, Collard Greens and Common Ground: A North Carolina Community Food Gardening Handbook, and Redoximorphic Features for Identifying Aquic Conditions.

These publications can be purchased at <http://go.ncsu.edu/OrderExtensionPubs>. Online orders can be shipped directly to the customer or made available for pick-up at one of the [NC State Bookstores locations](#), which also sell the materials in-store. There are no shipping costs.

Pricing for these publications remains the same, with the exception of a price reduction for the N.C. Agricultural Chemicals Manual, which is now available for \$20. Please note that Bookstores does not accept checks. Publications will need to be purchased using a credit card or Inter-Departmental Sale (IDS), as NC State and CALS Business Operations move away from checks toward the Automated Clearing House (ACH) system. (View an [IDS Request Form](#) from CALS Business Operations.)

Employees should contact Isaac Pomper, NC State textbook information editor, to purchase books via IDS. Isaac will help process the IDS through the business office. He can be reached at 919-515-3915 or ilpomper@ncsu.edu.

We're encouraged by these updates and are working steadfastly to facilitate more progress related to employee resources and organizational communications.

All the best,
Justin

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