

WELCOME

Procurement & Business Services presents this newsletter to the Auburn University/AUM community with the goal of providing timely & effective information to assist you with your procurement and payment needs. We welcome any comments or suggestions for future articles.

FALL 2019 - IN THIS ISSUE...

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First Row (L-R): Tonya Hollis, Bonnie Sumlin, Melissa Schnarr, Lisa Rampy, Ginny Yarbrough

Second Row (L-R): Cynthia Caldwell-Jackson, Edna Tyson, Denise Kimbrough, Charleen Thomas, Missty Kennedy, Anna Procise, Barbara-Anne Harvill

Third Row (L-R): Joanna Moore, Burnette Tolbert, Beth Owen, Vicky Smith, Courtney Raville, Tyler Adams, Brad Cooper, John Corgill, Matthew Pike, Sharon Storr

POLICY UPDATES/REMINDERS**VENDOR DISCLOSURE STATEMENT**

Act 2001-955 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000. The disclosure statement is not required for contracts for gas, water, and electric services.

<https://ago.alabama.gov/Documents/File-AL-Vendor-Disclosure-Statement.pdf>

PURCHASING CARD (P-CARD) The limit on individual purchases on the the Purchasing Card (P-card) has been raised from \$3000 to \$5000. Purchases less than \$5000 do not require a Purchase Order.

<http://www.auburn.edu/administration/business-finance/policies/>

VEHICLE REQUEST FORM

Vehicle requests must now receive approval through the Director of Procurement & Business Services, Missty Kennedy. Please contact Burnette Tolbert at tolbebn@auburn.edu for a copy of this form.

PREFERRED VENDOR FEEDBACK FORM

In an effort to provide additional/enhanced communication channels for feedback on AU Preferred Vendor contracts, PBS developed and posted on-line the Preferred Vendor Feedback Form. The form provides AU employees with a communication tool to offer their positive and negative feedback on those contracts to PBS. The Preferred Vendor Feedback Form is available at:

<http://www.auburn.edu/administration/business-finance/pdf/preferred-vendor-feedback.pdf>



PREFERRED VENDOR SHOW

NOVEMBER 12, 2019 9:00 AM - 12:00 PM

Procurement & Business Services hosted their Annual Preferred Vendor Show for the University community on Tuesday, November 12th at the Auburn University Hotel & Conference Center. The event showcased 23 of Auburn's preferred vendor contracts. The event was successful with more than 250 people in attendance. Thank you to all who participated and we hope to see you again next year!



IN THE SPOTLIGHT

PBS AWARDED ACHIEVEMENT OF EXCELLENCE IN PROCUREMENT

Auburn University Procurement and Business Services has been awarded the prestigious Achievement of Excellence in Procurement, or AEP, for 2019 from the National Procurement Institute Inc., or NPI. The AEP Award is earned by public and nonprofit organizations that obtain a high application score based on standardized criteria. It is awarded annually to recognize innovation, professionalism, e-procurement, productivity and leadership in the procurement function. Auburn is the only agency in Alabama to receive the honor this year and has received it for four consecutive years.



AMAZON BUSINESS ACCOUNT

WHEN TO PURCHASE FROM AMAZON BUSINESS

Amazon Business is not a preferred vendor and should only be utilized when items cannot be purchased through the Auburn University Preferred Vendor contracts.

AMAZON BUSINESS PAYMENT METHOD

University employees must use their Auburn University P-card for all purchases made through the Auburn University Amazon Business Account.

SEPARATE BUSINESS & PERSONAL SHOPPING

Auburn University employees must use their @auburn.edu email address for an Amazon Business account. Amazon Business accounts cannot be used for personal purchases. The Amazon Business account is intended for business purposes only and **NO PERSONAL PURCHASES ARE TO BE MADE THROUGH THIS ACCOUNT.**

AUDIT

Amazon Business for Auburn University automatically applies the state sales tax exemption to eligible purchases. University affiliates (faculty, staff, or students) may not use the sales tax exemption for personal purchases, as this exemption only applies to University business purchases. Additionally, personal funds may not be used under the University's Amazon Business account. The purchase activity shows as occurring on the University's account and is tied to the tax exemption certificate. As audits occur, personal purchases will show as part of University spend.

DID YOU KNOW?

Although their cost may exceed \$5,000, the following items also do not require a PO:

- Advertisements
 - Position advertisements require AA/EEO or Human Resources approval
- Freight Paid to Vendors
- Insurance Premiums (Requires Risk Management Approval)
- Legal and Audit Fees
- Legal Settlements
- Lodging (See Travel Policies and Procedures)
- Manuscripts, books, maps, pamphlets
- Maps or photographs from a federal agency
- Memberships
- Notary Public Fees/Bonds
- Periodicals, technical reports
- Postage and Post Office box rental
- Pre-recorded audio and video tape
- Routine purchases from AU Departments (Direct Charges)
- Conference Registration
- Reprint charges and page charges for research/scholarly papers
- Utilities

A Vendor Disclosure Statement is only required when AU issues a PO, awards a bid, or signs a contract in excess of \$5,000.00. Simply paying an invoice on a vendor voucher does not require a Vendor Disclosure Statement.

In order to carry out the day-to-day business of Auburn University, the President delegates signature authority to certain departments and individuals occupying unique positions at the University. Those departments/individuals have "delegated signature authority". Signing documents without such delegated signature authority can result in personal liability and/or risk to the University. Auburn University's signature authority can be found at the below link:

<https://sites.auburn.edu/admin/universitypolicies/Policies/ContractSignatureAuthorityPolicy.pdf>

DID YOU KNOW? (CONT)**CONTRACT PROCEDURES**

Procedurally, any agreement containing terms and conditions should be submitted through Banner Finance as backup to a requisition or professional services contract, with the "terms and conditions" option selected. As part of the routing process, the PBS Contract Officers will review and assist in the negotiation of any terms at that point. Because a contract would be legally binding upon execution, and because PBS must ensure compliance with law and policy prior to execution, a contract should never be signed until it has reached the Contract Officers through the Banner queue. Please note that, in certain limited circumstances where contract complexity may require protracted discussions, PBS Contract Officers may elect to begin negotiation of an agreement prior to submission of a requisition or professional services contract (PSC).