



Procurement and Payment Services Newsletter: Vol: 6
Spring/Summer 2012

Blossom into Spring/Summer... savings!



Welcome

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



Contracts

In a continuation of the strategic sourcing initiative, a Preferred Vendor Contract has been awarded to the following vendor:

Procurement and Payment Services has awarded Auburn's Preferred Vendor contract for copiers to **Oce' Imagistics**. The contract pricing is based on a "cost per copy" model which includes maintenance and toner expenses. The contract went into effect March 1, 2012 with a kick-off event was held on May 9th at the Auburn Hotel and Dixon Conference Center. For more information, contact Procurement and Payment Services at 844-7771 or at http://www.auburn.edu/administration/business_office/pps/contracts.html



Misty Kennedy and Burnette Tolbert at the Oce' Imagistics Kick-off event



What's New...E-Travel Voucher System

PPS has begun implementation of the E-Travel Voucher System and currently has 13 Academic and Administration units live in production. The E-Travel Voucher System replaces manually prepared travel vouchers for employee reimbursements and is housed in Banner SSB. Implementation will continue on campus throughout fiscal year 2013.

Procurement Tip:

It has been brought to the attention of PPS that Berney Office Solutions is on campus marketing maintenance agreements for copiers and printers. Because these agreements are financially disadvantageous to AU and include terms and conditions that AU cannot legally agree to, we have advised Berney in writing that any and all Berney marketing and sales efforts (and any resultant proposed contract/agreements) must be conducted through and with the full involvement of PPS. Therefore, effective May 18, 2012, all Berney Office Solutions contracts/agreements must be forwarded to PPS for review and signature. We understand that this may present a departure from the existing contract signature authority policy/procedure regarding maintenance agreements (if the cost of the agreement over the life of it is indeed under \$2,500) and appreciate your understanding for the need to make this procedural change.

The routing of Berney contract/agreements is the same as with any other contract/agreement:
If submitting on paper- send to Cynthia Caldwell- Jackson at 311 Ingram Hall
If submitting electronically- send to ppstrct@auburn.edu

Please share this information within your unit as appropriate. Thanks for your cooperation in this matter.



Policy Updates/Reminders

Bid Law

Please be advised that the State of Alabama Bid Law threshold will increase effective **August 1, 2012**. The new threshold is set at **\$15,000** per like item per fiscal year for the entire AU system. This means that, in most cases, purchases between \$2,500 and \$14,999 may not require bid action although they do require that a Purchase Requisition (PR) be submitted via Banner.

It is the PPS Buyer's responsibility to insure compliance with the bid law. There may be cases where a particular purchase falls below the new threshold but when combined with other like purchases elsewhere within the AU system the threshold is exceeded, thus requiring bid action.

The AU Spending Policies will be revised to reflect this threshold change in the near future. Please share this information with others in your unit who has responsibility for the procurement of goods and/or financial management.

Fiscal Year-End

It's hard to believe that it could possibly be time to start thinking about fiscal year-end but it is. To be guaranteed processing before the September 30 fiscal year-end close, please note the following cutoff dates for PR's, PCO's, Travel and Vendor vouchers (paper and electronic) and Purchasing Card Reconciliations:

- Purchase Requisitions (PR's) that require bid action- Friday, August 17th
- PR's not requiring bid action – Friday, September 14
- Purchase Change Orders (PCO's) – Friday, September 14
- Travel Vouchers – Tuesday, September 25
- Vendor Vouchers – Tuesday, September 25
- Purchasing Card Reconciliations – Friday, September 21

Documents (whether in paper or electronic form) reaching us by the end of the business day on the dates referenced above are guaranteed processing before the fiscal year end close assuming that they do not have to be returned to the department for correction etc... Processing will continue on a time available basis beyond for those documents received after the cutoff dates.

Please share this information with others in your unit who has responsibility for the procurement of goods and/or financial management.

Did you know?

When shopping online

- **Beware of Unfamiliar Companies.** Don't buy on impulse from a random site. Try to stick to using the Preferred Vendor Contracts and online companies you know and trust. If you are determined to buy from a seller that is unfamiliar, check with the local consumer protection agency such as the Better Business Bureau. (BBB). Also, get the physical address and phone number in case there is a problem later. Do your homework on the individual or company to ensure that they are legitimate.
- **Beware of Identity Theft.** Online identity theft is on the rise. Never give out your social security number or any other sensitive information online unless the site is secure and from a reputable company. Sometimes a tiny icon of a padlock appears to symbolize a higher level of security to transmit data. This icon is not a guarantee of a secure site, but might provide you some assurance.



Happenings

Congratulations Missty Kennedy!

Missty Kennedy, Manager, Procurement Services in AU Procurement & Payment Services was recently awarded the David H. Lord E&I Cooperative Purchasing Award. The award, presented to Kennedy at the recent Annual National Association of Educational Procurement (NAEP) Conference, recognizes one procurement professional annually who has made exceptional contributions to E&I over a comprehensive period of time through volunteerism in cooperative procurement.

Closing Notes:

Procurement and Payment Services is here to help, please come see us or allow us to come see you if you are unsure about the correct procedures to follow when making a purchase/payment decision.