



Procurement and Payment Services Newsletter

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Welcome

Procurement & 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.



Who's New...

- Following Shawn Asmuth's retirement in December 2014, Melissa Morris was named Executive Director of Procurement and Payment Services. Debby Miller, previously the manager of Accounting, assumed the role of Assistant Director of Payment Services and Missty Kennedy, previously the manager of Procurement, assumed the role of Assistant Director of Procurement.
- Deborah Dorman transferred to the Vet School in March to manage purchasing for the teaching hospital.
- PPS welcomes to our staff, Becky Henderson and Matt Pike. Becky will be working with the Purchasing Card program while Matt will be a Strategic Sourcing Analyst on our Procurement Staff.

What's New...

- The Business Office is rolling out a new process on campus in June and July allowing for electronic approval and submission of the purchasing card reconciliations. We will be contacting departmental reconcilers regarding training.
- New functionality in the eTravel Voucher system allows travel reimbursement for employees terminated less than 30 days to be processed through the eTravel system.



Preferred Vendor Contracts

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

Refilled Toner Contract

PPS has awarded a new Preferred Vendor contract for the refill of toner/ink cartridges for AU and AUM to **ABC Laser, USA** of Norcross, GA. The contract was effective March 4, 2014. The term of this agreement will be for a period of one year with the option to renew for additional years not to exceed three years. Pricing will remain fixed for the term of the contract. This contract will replace the Effective Cartridge Solutions contract. You can access the contract and place orders by clicking on the following link: www.abclaserusa.net or by calling 1-800-438-7745. For questions concerning this contract, please contact Burnette Tolbert by phone at 334-844-3572 or by email at tolbebn@auburn.edu.

GovConnection

AU's current contract with GovConnection has been renegotiated for computer peripheral purchases and expanded to include desktop, laptop, and tablet purchases. The prior contract with HP has been discontinued. Standard configurations available to AU have been loaded to the GovConnection webpage and are available for purchase. Additionally, GovConnection's full catalog is available to AU at discounted prices which will in turn allow end users to purchase systems of choice.

Office Max Print

All stationary products are now available through OfficeMax. Leveraging the same platform and process Auburn University currently uses for #10 envelopes, the following items had been added: business cards, 10x13 catalog envelopes, 9x12 catalog envelopes and letterhead. The user guides that will aid in accessing these items from the OfficeMax website are being added to the Procurement and Payment Services Contracts webpage. Those who do not have login credentials for the OfficeMax website or who have questions can contact Todd Miller at toddmiller@officemax.com or (502) 500-7355. In Procurement and Payment Services, contact John Corgill at jpc0004@auburn.edu or (334) 844-7771.

Preferred Vendor Contract Feedback Form

In an effort to provide additional/enhanced communication channels for feedback on the AU Preferred Vendor Contracts, PPS 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 us.

The Preferred Vendor Feedback Form is available at:

http://www.auburn.edu/administration/business_office/pdf/preferred-vendor-feedback.pdf

Purchasing Card

The following expenditures have been added to purchasing card allowable transactions if under the \$2,500 small dollar threshold:

- Repairs and maintenance for University owned property
- Airport shuttle services for AU employees and students only when on AU business travel
- Service labor charges for work on AU owned equipment
- Rental of equipment and space including meeting rooms and conference booth rental. Note for space rental the total contract amount must be less than \$2,500 for the year to process via the purchasing card. Include an invoice (if provided) and a copy of the rental agreement with the reconciliation. The rental agreement must be signed by the PPS Contract Officer.
- Cell phone accessories for AU owned devices purchased at the Campus kiosk or retail store; note the AU cell phone number on the receipt and insure the AU discount is applied.

Procurement Tip: FOB Terms (2 most commonly used by PPS)

FOB, Free on Board, is a transportation term that indicates that the price of goods includes delivery at the Seller's expense to a specified point and no further. The FOB term is used with an identified physical location to determine 1) the responsibility and basis for payment of freight charges, and 2) the point at which title for the shipment passes from the Seller to Buyer. The two most commonly used by PPS are listed below:

Code Terms of Sale

Responsibility for Freight cost

And Transit Risk

AA FOB Destination, Freight prepaid

Seller – Pays freight charges
Seller – bears freight charges
Seller – Owns good in transit
Seller – files claims (if any)

AB FOB Dest FrtPpd and Add

Seller – Pays freight charges and adds to invoice
Buyer – bears freight charges
Seller – Owns goods in transit
Seller – Files claims (if any)



Policy Updates/Reminders

- Insure **invoice dates** on eVendor Vouchers are entered correctly, particularly at the beginning/end of the fiscal years. The invoice date entered on the eVendor Voucher must match the invoice date provided on the vendor's invoice.
- **Projectors** are no longer capital purchases, use noncapital account code 71030.
- **Auto Fuel** for state vehicles should be charged to 70930 (Liquid Fuel Gas & Oil (Auto)) not 70015 (Gas (Utility)).
- Insure proper use of account codes for transactions.
- Going forward process **freight** charges as follows:
 - Freight on capital (account code 74xxx) and non-capital items will be considered part of the cost of acquisition and should be included in same account code as the item when billed with the product, will NOT be broken out to 70060
 - Freight included on invoices charged to project funds, account code 75xxx, will be included in the same account code as the item no matter the cost
 - The freight account code 70060 will be utilized for freight companies in which the charges are billed separately from the product
 - The express mail account code 70055 will be used for FedEx type charges
- All transactions in the Purchasing Card Reconciliation must have the FOAP(s) noted on the backup documentation

Did you know?

A new email account has been established for supplying requisition backup. This replaces faxing or e-mailing backup directly to Cynthia Caldwell-Jackson. Below are the instructions on how to add that account to your Outlook. To add this account to your Outlook

Click the File menu -> Add Account -> Enter aurequs@auburn.edu in the E-mail address field -> click Next -> click finish.

If prompted for a password, enter your userid and password.



Happenings

Preferred Vendor Product Show coming soon....

Closing Notes

Procurement & 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.