

### In This Issue...

- Our Mission
- Management Team
- Procurement Updates
- Payment Services Updates
- Solutions & Operations Updates
- Contract
- Administration Updates
- Asset Management Updates
- 2024 Numbers



#### **Procurement & Business Services Mission Statement**

The Mission of Procurement and Business Services is to support Auburn University's critical activities of instruction, research, and outreach by applying core values to assist our stakeholders with spend management, procure-to-pay, procurement card administration, travel management services, contract administration, and asset management in a legal and ethical manner.

<u>Customer Service</u>: We are a service minded organization committed to providing stakeholders with operational excellence and timely communications in the areas of procure-to-pay and travel management.

<u>Collaboration</u>: We are part of the Auburn Family and through collaboration and education we will work together to provide value added services to our stakeholders.

**Expertise**: We provide subject matter expertise to our stakeholders so they can focus on their core mission

#### Did You Know?

#### **Fraud Alerts**

If you are called by a salesperson that you are not familiar with and they are requesting your copier/printer machine model numbers so they can send you supplies, do not give them any information because the call could be fraudulent. If you believe the call may be fraudulent, forward the call to PBS or notify PBS by calling 334-844-7771.

#### **Best Practices**

Beware of suspicious-sounding sales pitches, offers to send you a free product to "test", or calls from an unknown vendor asking to verify your address.

When contacted by companies claiming you owe money for goods or services you did not order, you should insist on written documentation of the purchase.

Do not provide procurement card information or agree to pay invoices unless you are certain that you ordered the items.

If you receive supplies or bills for services that you did not order, do NOT

pay or return the unordered merchandise.

# **Management Team**



Missty Kennedy Executive Director/



Interim Director, Chief Procurement Officer Procurement and Business Services/ Assistant Director, Payment Services



Ginny Yarbrough Manager Payment Services



Matthew Pike Manager **PBS Solutions & Operations** 



Jenna Morgan **Assistant Director** Contract Administration



Manager **Asset Management** 

### **Procurement Team**



Barbara-Anne Harvill Strategic Sourcing Analyst II



Amanda Hallmark **Strategic Sourcing** Analyst II



Christalyn Thomas Strategic Sourcing Analyst II

# **Procurement Updates/Reminders**

### **New Punchout Suppliers!!**

Auburn University has selected Medline Industries Inc. and Henry Schein as the preferred suppliers for medical/surgical supplies. Both suppliers have the ability to deal directly with a manufacturer and distributor of top brands provides access to an extensive product offering, as well as the added value of expedited support and controlled costs. Medline is available as Punch-Out Suppliers through TigerBuy.



# **Procurement Services Frequently Asked Questions**

### • What qualifies for a "Print & Promo" re-order?

Some projects may require additional quantities after delivery and can be considered reorders. If your project meets the three (3) criteria below, you can reorder from the previous vendor without obtaining three (3) estimates.

- 1. Reprint must be within 12 months of original order.
- 2. The specifications of the reprint has to be the exact same. You cannon change page count or size when reprinting.
- 3. The pricing for the reprint has to be the same.

You will need to submit the previous three (3) estimates from the original order and a new estimate for the additional quantity as documentation. If your reorder is above \$5,000, you will still need to obtain a PO# for the reorder. You will also need to submit the print approval from your original order.

#### • Why is my PO soft closing and what do I do if my PO soft closes?

- If you have a PO that was not set up with the declining balance as "TRUE" when you submitted the requisition, the PO will soft close each a payment is processed.
- To prevent the PO from soft closing select the declining PO balance as "TRUE" each time a payment on a purchase order is processed. This will prevent the PO from soft closing.



# **Preferred Supplier Contracts**

Advance Auto Parts Alrgas Compressed Gases AU Bookstore B&H Misc. Cameras & Audiovisual Supplies Capital Motor Lines Cline Tours Charter Bus Services Cline Tours Charter Bus Services Fattontract Charter Bus Services Charter Bus Services Charter Bus Services Addio/Visual Enterprise/National Rental Vehicle Leasing Vehicle Leasing Vehicle Leasing Prestige Leasing & Management Vehicle Leasing Tents, Tables, Chairs & Event Service Rentals FedEx Shipping Services Ferguson Plumbing Services Ferguson Plumbing Services Ferguson Plumbing Services Grainger Maintenance, Repair & Operations (MRO) Konica Minolta Copiers Lowe's Building Supplies & Other Products Mayer Electrical Supplies Medical/Surgical Supplies Medical/Surgical Supplies Medical/Surgical Supplies The Remi Group Equipment Maintenance Program Staples Office Related Supplies Heavy Equipment Upps	Supplier	Category
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Cline Tours  Southern Coaches  Cintas  Cintas  Uniform Rental  Connection  Davis Direct  Davis Direct  Enterprise/National  Rental Vehicles  Acme Auto Leasing  Prestige Leasing & Management  Revel XP  Tents, Tables, Chairs & Event Service Rentals  Outdoor Events  FedEx  Ferguson  Grainger  Grainger  Maintenance, Repair & Operations (MRO)  Konica Minolta  Copiers  Mayer  Electrical Supplies  Medline  Medical/Surgical Supplies  The Remi Group  Staples  United Rental  Uniform	В&Н	Misc. Cameras & Audiovisual Supplies
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UPS Shipping Services	United Rentals	Heavy Equipment
on pping octations	UPS	Shipping Services
Nikon Scientific Supplier	Nikon	Scientific Supplier
VWR Scientific Supplies	VWR	Scientific Supplies
Wise Environmental Solutions Rental of Portable Restrooms & Restrooms Trailers	Wise Environmental Solutions	Rental of Portable Restrooms & Restrooms Trailers



# **Payment Services Team**



Interim Director of Procurement and Payment Services **Assistant Director of Payment Services** 



Ginny Yarbrough Manager Payment Services



Robin Agee AP Analyst II/ Supplier Portal



Leslie Walden AP Analyst III Supplier Portal



Debra Bias AP Analyst II-Pcard AP Analyst II-Pcard



**Becky Snedigar** 



**Emily Farrior** Post Payment **Customer Service** 



Denise Kimbrough Post Payment **Customer Service** 

# **Payment Updates/Reminders**

Traveling for AU Business? Here's what you need to know about vehicle rentals:

### Preferred Supplier:

Auburn University uses Enterprise/National Car Rental for discounted rates.

### ✓ Allowed:

- Rent Compact or Midsize (unless with 3 or more AU employees)
- Hybrid/fuel-efficient cars encouraged
- Reimbursable costs: rental fees, gas (with refill), tolls, parking (w/ receipts)
- Use AU Purchasing Card for rentals only through Enterprise/National



#### X Not Allowed:

- Rentals just for airport transport
- SUV/Luxury/specialty vehicles (allowed only with valid business purpose and supervisor approval)
- Personal use days on AU P-Card
- Navigation systems (unless justified and approved)

### **Reminder:**

Submit itemized receipts with your department's monthly P-Card reconciliation.

Questions? Visit the PBS website for full details.

# Auburn University Purchasing Card (P-Card) Guidelines Efficient Purchasing for University Needs

#### What is the P-Card?

The P-Card is a university-issued credit card designed to streamline the procurement process for low-dollar purchases, reducing the need for purchase orders and reimbursements.

#### **Appropriate Uses of the P-Card:**

- Office Supplies: Pens, paper, folders, and other general office materials.
- Travel Expenses: Airfare, hotel accommodations, rental cars (through approved vendors), and conference registration fees.
- Laboratory and Research Supplies: Chemicals, lab equipment, and research-related materials.
- Educational Materials: **Books, subscriptions, and training materials** pertinent to university operations.
- Maintenance and Repair Services: Minor repairs and maintenance services for university equipment and facilities.
- IT Equipment and Software: **Computers, peripherals, and software** licenses, subject to IT approval.
- Memberships and Dues: **Professional organization memberships that** benefit the university.

#### **Prohibited Uses of the P-Card:**

- Personal Purchases: Any non-university-related expenses.
- Cash Advances: **Obtaining cash or cash equivalents.**
- Alcoholic Beverages
- Split Transactions: **Dividing a purchase into multiple transactions to circumvent single transaction limits.**
- Capital Equipment: Items exceeding the university's capital threshold without prior approval.
- Gifts and Donations: Contributions to individuals or organizations.



#### **Best Practices:**

- Receipt Management: Always obtain and retain itemized receipts for reconciliation.
- Monthly Reconciliation: Submit all receipts and necessary documentation promptly each month.
- Compliance: Ensure all purchases comply with university policies and have the necessary approvals.

#### **Need Assistance?**

For questions or more information, please contact the Procurement and Business Services office or visit the <u>Auburn University Policies & Procedures</u> page.

# **Solutions & Operations Team**



Matthew Pike Manager PBS Solutions & Operations



Tonya Hollis Coordinator Communications & Systems



Stephanie Hutchinson Assistant II

### TigerBuy Updates: What's New?

Learn about the latest features and improvements of our eProcurement system!

We hope you are enjoying the convenience and efficiency of TigerBuy; the onestop shop for all your purchasing needs. We are always working hard to make TigerBuy better and more user-friendly, and we are excited to share with you some of the latest updates and enhancements that have been implemented. Here are some of the highlights:

Pay multiple times on one PO: Do you need to make more than one payment on the same PO? You can use the declining PO function in TigerBuy to select if the invoice you are sending is part of several payments or a single PO payment. When this field is set to "TRUE", it means that you will pay multiple times. When it is set to "FALSE", it means that your invoice is the only or the last payment for the PO.



 We are continuously enhancing our preferred supplier list to streamline ordering and payment processes, ensuring a more efficient and userfriendly experience. These improvements are designed to support faster procurement, reduce administrative burden, and maintain full compliance with State bid laws as well as Auburn University's Policies and Procedures.

Our goal is to provide departments with greater access to competitively sourced products and services, while upholding the highest standards of transparency and accountability.

Check back regularly for updates and newly added suppliers that can help meet your purchasing needs more effectively.

 Welcome Henry Schein to the Punchout Family! PBS is proud to announce that Henry Schein will be our next punchout supplier ready for use! We're excited to add them to the offering and hope that you'll find many great products from within the medical supply category that meet your needs!

We hope you find these updates useful and enjoyable. We are always looking for your feedback and suggestions to make TigerBuy better for you. Please feel free to contact us at <a href="mailto:tigerbuy@auburn.edu">tigerbuy@auburn.edu</a> if you have any questions or comments. Thank you for using TigerBuy and happy shopping!

### **FAQ**

### How can I update or change my shipping address in TigerBuy?

Address updates can be made within an individual's profile when in TigerBuy. Navigate to the top, right-hand corner and look for the person icon. Once clicked, follow the link labelled "View My Profile." On the next screen, look to the left-hand side menu for "Default User Settings." Upon clicking it, "Default Addresses" will be available for selection. Adding a new ship to location to your profile is the next step and this can be accomplished by clicking on "Select Addresses For Profile." button in the center of the screen. Clicking this button will open an address search feature where you can search by ship code (if known) or by entering some of the address text. Once the address has been found, click on the radio button to the left and VOILA! The address is now in your list of locations to be used. For a sure-fire way to never have to select this address again, MAKE IT YOUR DEFAULT ADDRESS! Click on the address from the list of locations in your profile, look for the "DEFAULT" check box, and BOOM! You're done!



I need to create a receipt and an invoice from a PO. How do I accomplish this?

Search for the PO number by using the "Quick Search" function at the top of the Shopping Homepage (this is my, Matt, favorite way to search for a PO!) Select Purchase Order from the dropdown menu and type in the PO number. Once the PO is displayed, look for "Receipts" and "Invoices" across the top of the PO. Each section will have a plus symbol, +, which indicated the "Create New" function. Follow the prompts, complete the required fields, and click submit! That's it!

# **Asset Management Team**



Ken Poole Manager



Gavin Yates Coordinator Warehouse/ GovDeals



Shane Bearden Associate Warehouse/Surplus



Jeff Smith Coordinator Property Services



Jennifer Holt Asset Auditor/ Vehicle Tags



Amy Shoney Asset Auditor

# **Asset Management Updates/Reminders**

We would like to welcome Ken Poole to the team as the new manager for Asset Management. Ken has spent thirty years in a variety of manufacturing roles including procurement, supply chain and sales. He is currently using the skills learned to lead the Asset Management team. Ken graduated from Jacksonville State University with a Bachelor of Science degree in Marketing. He is married and currently resides in West Point, GA. He has an adult son and daughter, and his first grandchild, Bennett, was born on April 28th. In his spare time, Ken enjoys watching sports on television, especially the Auburn Tigers, and playing golf.

Asset Management is located at 1415 Pumphrey Avenue, Auburn, AL 36849. Office hours are 7:45am-4:45pm Monday-Friday.

### **Contract Administration Team**



Jenna Morgan Assistant Director Contract Administration



JB Neuhoff Contract Officer II



Breanna Geer Contract Officer I



Mary Stroud Contract Administration Specialist I



Deedra Compton Contract Administration Specialist I

# Procurement and Business Services is proud to welcome Contract Administration to our team!

The Contracts Administration Department within Procurement and Business Services at Auburn University plays a crucial role in managing the legal agreements and contract administration that support the university's operations and State of Alabama policies and procedures. This department is responsible for drafting, reviewing, negotiating, and overseeing contracts related to academic programs, research collaborations, vendor services, design services and construction management along with overseeing and facilitating Public Works Bidding. Their work ensures compliance with institutional policies, state and federal regulations including Title 34, Title 39, and Title 41 of the code of Alabama, and risk management protocols. By safeguarding the university's interests, fostering strategic alliances, and maintaining transparency in agreements, the contracts administration team helps keep the institution running smoothly while supporting its mission of education, research, and innovation.



#### **Get to know Contract Administration**

#### • Jenna Morgan - Assistant Director, Contract Administration

 Jenna joined the Procurement and Business Services team in August of 2024. She is responsible for directing and overseeing the Contract Administration area of Procurement and Business Services (PBS) for all Title 41 (State of Alabama Competitive Bid Law) and Title 39 (State of Alabama Public Works Bid Law) projects. Additionally, this role manages bidding, procurement strategy, and compliance for all Title 39 projects.

#### • JB Neuhoff - Contract Officer II, Contract Administration

o JB joined the Procurement and Business Services team in August 2023. JB reviews, negotiates, executes, and administers contracts involving the purchase or lease of goods or services under Alabama's Title 41; sponsorship and revenue-generating agreements; contracts involving the lease or sale of real property; and any agreements that may have financial or liability implications for Auburn University that hasn't been otherwise expressly assigned through Signature Authority Policy.

#### • Breanna Geer - Contract Officer I, Contract Administration

o Breanna joined the Procurement and Business Services team in August of 2024. Breanna assists in the review, negotiation, and administration of contracts involving the purchase or lease of goods or services under Alabama's Title 41; sponsorship and revenuegenerating agreements; contracts involving the lease or sale of real property; and any agreements that may have financial or liability implications for Auburn University that hasn't been otherwise expressly assigned through Signature Authority Policy. Additionally, this role assists in oversees bidding, construction, and renovation projects under Alabama's Title 39 (State of Alabama Public Works Bid Law).

#### • Mary Stroud - Spec I, Contract Administration

Mary joined the Procurement and Business Services team in August of 2024. Mary plays a crucial role in the review, creation, and management of contracts. This position focuses on the procurement of goods and services in compliance with Alabama's Title 41 (State of Alabama Competitive Bid Law), as well as oversees bidding, construction, and renovation projects under Alabama's Title 39 (State of Alabama Public Works Bid Law). Additionally, this role provides essential administrative and analytical support to the Contract Administration team.



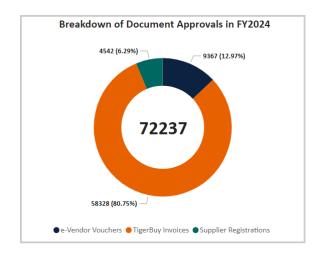
### • Deedra Compton - - Spec I, Contract Administration

Deedra joined the Procurement and Business Services team in August of 2024. Deedra plays a crucial role in the review, creation, and management of contracts. This position focuses on the procurement of goods and services in compliance with Alabama's Title 41 (State of Alabama Competitive Bid Law), as well as oversees bidding, construction, and renovation projects under Alabama's Title 39 (State of Alabama Public Works Bid Law). Additionally, this role provides essential administrative and analytical support to the Contract Administration team.



# 2024 Numbers January - December

# **Procurement and Business Services**



219K

P-Card Transactions

116K

**Processed Payments** 

5522

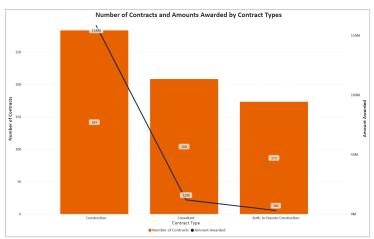
**Issued Purchase Orders** 

105

**Sum of Completed Bids** 



### **Contracts Administration**



**Bids Advertised** 

**Bids Opened** 

# **Asset Management**

**Surplus Pickups** 

Items Sold (GovDeals)

240

**Completed Campus Inventory Audits** 

\$424.28K

Revenue from GovDeals

\$2.14K

Revenue per Item Sold (Average)

