LOUISIANA STATE UNIVERSITY

LSU Purchasing News

Office of Purchasing 225.578.2176 purchase@lsu.edu

ISSUE 13

NOVEMBER 2009

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WHAT'S NEW

- Premier Production and Sound Services has amended its rate schedule for video production and audio/lighting services and equipment to include additional services. Visit our website at http://www.fas.lsu.edu/purchasing/premier.html for additional information, or to view the original rate schedule, and the amended schedule (Addendum 1).

- The VWR sales representative has changed. The new contact is Jordan Kerensky. She can be reached at 225.252.6149. Her email is Jordan_kerensky@vwr.com.

CLARIFICATIONS ABOUT LICENSED CATERERS

Only caterers who have been licensed by LSU in accordance with PS-60 are approved to provide catering services within LSU facilities and premises. Only caterers who have completed a "License for Catered Food and Beverage Events" are considered a "licensed caterer." Vendors who enroll in the PRO vendor database are **NOT** considered licensed caterers nor approved caterers. To view a list of licensed caterers; to obtain the "License for Catered Food and Beverage Events" agreement; and/or to obtain additional information about catering, visit the catering page of our website, using the LSU A-Z index . The licensed caterer list is updated as caterers become licensed. If you have questions concerning "licensed caterers" please contact Valeri Phillips at vphillips@lsu.edu or 8-2305.

STAFF NEWS

CONGRATULATIONS to Celena Tilbury for her promotion to Assistant Director. Celena will now be responsible for Professional, Personal, and Consulting (PPCS) Services Contracts and Cooperative Endeavor Agreements Administration, Supervision of PPCS Staff, and Request for Proposals (RFPs) and non-routine ITB's.

REMINDERS

- Gifts (including cards, invitations, etc) for employees or students for any occasion, including Christmas, birthday, graduation or Secretary's Day, are the personal responsibility of the individual wishing to send the gift. University funds are not to be used for these items.

- PRO will display a NEG BAL error when a user attempts to change the dollar amount of an account number on an existing PO by more than the dollar amount of the payments already made. For example, if an original PO has $5,000 encumbered on account 184-70-0500, and $3000 has already been paid against this account, PRO will not allow you to reduce the amount charged to this account by more than $2000. Thus, once payments have been made against an account, PRO only allows changes to be made to the outstanding balances. If changes need to be made to any amounts already paid, this should be done via a journal voucher.

- Fuel purchases (with the exception of bulk fuel) should now be made via the FuelTrac contract. Visit University Stores website for additional information.

COMPLAINTS AGAINST VENDORS

When problems with vendors arise, departments are encouraged to complete PUR 515: Deficiency Complaint Report, to report legitimate vendor complaints. Upon receipt in our office, we will either send to State Purchasing for processing, or we will send the vendor a letter with a copy of the complaint report, asking the vendor to respond within a time frame. These reports are kept on file and become a permanent record associated with the vendor. If the matter cannot be resolved and complaints continue, it may be determined that it is in the best interest of the University to cancel the contract.

THEFT PROTECTION SOFTWARE

Purchases of laptops **AND** desktop computers require the installation of a type of theft protection software. This software can be downloaded at no charge from TigerWare for computers with Windows operating systems. Enter "laptop locator" in the search field of TigerWare for further information and instructions for downloading the software. ITS is currently investigating software packages for non-windows machines, and will make available via TigerWare when purchased. In the meantime, if a non-windows machine is purchased, the department is responsible for purchasing a compatible theft protection software.

PERSONAL, PROFESSIONAL, AND CONSULTING SERVICES (PPCS)

- For contracts that are subject to the Office of Contractual Review (OCR), it takes approximately 4 weeks for the review and approval process to take place. This time frame is in addition to obtaining the vendor's signature. Please be aware that payment cannot be made until OCR has approved and returned these contracts to LSU.

PROPERTY MANAGEMENT

- If you need individual departmental property and or fleet training contact Greg Noel (gnoel1@lsu.edu) or Jonathan Coffey (jcoffey23@lsu.edu).

TRAINING SCHEDULE

- Introduction to PRO: 12/01/09 from 8:30am -10:15am
- Creating Departmental Solicitations: 12/01/09 from 10:30am - 11:45am
- Creating Requisitions for Professional, Personal, Consulting, and Social Services (PPCS): 12/02/09 from 9:00am - 11:00am

All of the classes listed above are located in 225 Peabody.

- Property/Fleet Management Training: 1/20/10 from 10:00am - 12:00pm. The class will be located in room 207 of the Copy and Mail Center.

Register for classes via PAWS, under Employee Resources - HRM Training Programs. Departmental training is also available upon request.

NEWSLETTER DISTRIBUTION

The Newsletter is posted to the purchasing website at http://www.fas.lsu.edu/purchasing/ around the 15th of each month and emailed only to those who have requested to be added to the email distribution list. To request to be added or deleted from this list contact Jene' Ledet at jtroxc1@lsu.edu.

PRO TIP OF THE MONTH

How to create a PO from a CPR (contract purchase) requisition (See the Oct. newsletter for directions on how to create the CPR requisition of the contract release order):

- Once your CPR requisition is in RAPP (routed and approved) status, there will be a “create PO” button at the bottom of the header screen. Click this button to begin creating a PO.
- On the header tab of the PO, click “Add” and all of the information from the requisition will copy over to the PO.
- Click “continue” to move to the items tab, and the items will be copied over from the requisition.
- Click “continue” to move to the ship tab, and the shipping information will copy over from the requisition.
- Click “continue” to move to the acct tab, and the accounting information will copy over from the requisition.
- Click “continue” to move to the T&C tab, and enter any terms and conditions, if required. Note that this is not mandatory.
- Click “continue” to move to the attach tab, and add any attachments if required. Note that this is not mandatory.
- To send the PO, hover over the purple A at the top right hand of the requisition screen and click “send.” Select the correspondence type, and check the purchase order box. Next, click the “add selected documents” button. Click the “send” button. Click on the purchase order file link and print the purchase order. Finally, mail or fax the purchase order to the vendor.