

LSU Purchasing News

ISSUE 03

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DIRECTOR'S MESSAGE

While embarking on a new year as the new Director of Purchasing and Property Management comes the challenge facing us all with budget cuts for higher education. It has been the objective of Purchasing to ensure that goods and services are acquired in a manner that is timely, legal, ethical, and professional. We strive to acquire the best resources at the lowest cost promoting competition, transparency, and professional specifications. Keeping costs down will be a challenge for the University but together it can be accomplished.

With these challenges comes opportunity for finding ways to procure goods and services in a more efficient manner. To do this, we may have to sacrifice to save money to achieve our goals. For example, we will be advertising for bids once a week consolidating them into one advertisement. We are researching a way to reduce the amount of paper used to mail bid packages instead sending a notice of the bid to the vendors with a link to the LaPac website for downloading. We are investigating economies of scale in some commodities. These are only a few examples of ways to cut expenditures, hopefully, without sacrificing the integrity of competitive procurement. But it will take more...

I know that the Office of Purchasing and Property Management can accomplish more cost saving measures with the help of our customers. I look forward to serving the University as the Director with the hopes that we can use this challenging time to work together proudly and with integrity.

Marie Frank, MPA, CPPB

INSIDE THIS ISSUE:

Reminders	2
Catering	2
PPCS	3
Property Management	3
PRO Tip of the Month	4
Training Schedule	4

WHAT'S NEW

- Beginning February 9th, bid openings will be held on Tuesdays and Thursdays at 11:00am, rather than on Wednesdays and Fridays.
- University Stores now sells propane gas for forklifts. Bring your empty bottle to Stores on Skip Bertman Dr., and Stores will provide you with a full bottle.
- Departments may not purchase chairs greater than \$750 without special approval from the Director of Purchasing.
- All two-way radio purchases must be approved in writing by LSU Police prior to the purchase. After written approval has been obtained, attach it to a purchase requisition and release the requisition to purchasing for further processing.

REMINDERS

- Prescription safety eyeglasses are deemed personal items, and such purchases are not eligible for payment or employee reimbursement by the University using any source of public funds.
- Department representatives are not authorized to sign purchasing contracts or agreements on behalf of the University. Any purchasing contract requiring signature on behalf of the University should be routed to the Office of Purchasing for execution.
- Purchases of promotional items and items requiring use of the LSU logo, regardless of the total cost, requires the use of the PUR 522 form, accessible from our website at <http://www.fas.lsu.edu/purchasing/forms.htm>.

CATERING



Catering within the LSU Student Union, Faculty Club, Highland Dining Hall, 459 Commons and Pentagon Dining Hall is to be coordinated through Chartwells, and does not require competition. An approved AS499 (Request for Approval of Special Meals) is required for all catered events prior to the event, regardless of the cost or location. Catering at locations

other than the aforementioned areas requires the following:

- A licensed caterer must be used if the caterer will be on campus for catering service or delivery. A list of licensed caterers can be viewed at <http://www.fas.lsu.edu/purchasing/catering.htm>. (If the catered items will be picked up and brought to campus by someone other than the caterer, use of a licensed caterer is not required).
- If the total cost of catering is \$1,000 or less, no competitive pricing is required.
- If the event is catered by LSU Dining, no competitive pricing is required regardless of the cost, and is to be coordinated through Chartwells.
- If the total cost of the catered event is greater than \$1,000, and paid for with state funds (a "0" or "4" in the 6th digit of the account number), a requisition with an approved AS499 attached and detailed menu specifications must be released to purchasing prior to the event and competitive prices must be obtained from licensed caterers. (Departments have the authority to solicit price quotations for catering services up to \$5,000).
- Use of Lod Cook facilities requires a completed AS540 (Request for Approval - Cook Conference Center) to be attached to the Lod Cook Alumni Center Agreement and forwarded to Accounts Payable & Travel for approval. Once the AS540 is approved, Accounts Payable will forward the packet to Purchasing for contract approval. Any catering services provided in this facility must be obtained from approved Lod Cook caterers.

PPCS

- International visitors **must** be in compliance with Finance & Administrative Services Office Procedures (FASOP: AS-04) prior to contracting with the University. (Found on the FAS website: <http://www.fas.lsu.edu/fas/procedures.htm>). Please contact Charlene Eskine at 578.3956 or ceskine@lsu.edu for questions concerning payments to international visitors
- An approved AS516 form (Request to Reimburse Expenses) **must** be attached to the requisition for any travel expenses. Dates and amounts must be within the contract term on the second page of the vendor screen in PRO.
- The PUR-SS form (Scope of Services) is required when the total contract amount exceeds \$2,000. The PUR-SS form has been revised on the Purchasing website, see <http://www.fas.lsu.edu/purchasing/forms.htm>. Attach this form to the requisition prior to releasing the requisition to Purchasing to ensure faster processing time.
- Prior to releasing requisitions to Purchasing for design services, PS-10 requires approval from Graphic Services and Public Affairs to ensure compliance. If requisitions are released to Purchasing after services have been rendered and prior approvals from Graphic Services and Public Affairs have not been granted, payment may not be allowed or will be delayed in an effort to fulfill University requirements.

PROPERTY MANAGEMENT

Property Management would like to welcome Jonathan Coffey to its staff. Jonathan will assist departments with complying to State and University rules and regulations as they apply to moveable property and fleet management issues.



FREE TO UNIVERSITY DEPARTMENTS - surplus items housed in our warehouse are available free of charge. The Surplus Warehouse is located at the old Press Warehouse on River Road (it is attached to the Graphic Services building). Office hours are 8:00am to 4:30pm. Departments can drop in and view the items at any time during office hours. Contact the Office of Property Management (Surplus Division) at 8-6892 if you have any questions regarding surplus items.

All equipment received on or before December 31, 2008 must be received in PRO as soon as possible in order for Property Management to prepare the 2008 Inventory Submittal. This submittal includes information on all equipment received during the 2008 calendar year, which is why it is imperative that receiving reports be completed as soon as equipment is received. Departments can expect to receive their inventory by late February or early March.

PRO TIP OF THE MONTH

When creating PO alterations, include the reason for the alteration in the alteration text field. For example, if the reason for the PO alteration is to increase the quantity of an item on a term contract PO, then in the alteration text field, type “to increase the quantity of item number 1 from 20 to 35.” This field can be found by hovering over the purple A at the top right hand corner of the screen. Add the appropriate text, and then click the add button. Note that alteration text prints on what is sent to the vendor.

NOTE: An exception to this rule is if you are doing an alteration to change the account number on the purchase order. If the only reason for the alteration is to change the account number, then nothing is needed in the alteration text field.

TRAINING SCHEDULE

- Introduction to PRO: 2/18/09 from 1:00pm - 2:15pm.
- Creating Departmental Solicitations: 2/18/09 from 2:30pm - 4:00pm.
- Creating Requisitions for Professional, Personal, Consulting, and Social Services (PPCS): 2/19/09 from 9:00am - 11:00am.



All currently scheduled classes are located in 225 Peabody.

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

Whenever purchasing questions arise, Visit the Office of Purchasing website at <http://www.fas.lsu.edu/purchasing/> for purchasing guidance. Of particular interest to you may be the A-Z Index, which offers a wealth of information on a variety of topics.

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.