

LSU Purchasing News

Office of Purchasing

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WHAT'S NEW

- Training tutorials have been added to the PRO help screens. These tutorials provide step by step instructions on how to complete requisitions, departmental solicitations, contract release orders, and receiving reports. The tutorials are accessible in the PRO system, by clicking on HELP, then SYSTEM HELP, then CREATING AND EDITING DOCUMENTS.
- Departments with contracts referencing PM-13 (University Travel Regulations) are advised that PM-13 has been revised to reflect changes to the travel policy effective January 1, 2010.
- The current office supplies contract (407853) with Staples is being extended a for a three month period beginning January 1, 2010 at the same prices, discounts, terms and conditions. Continue to utilize the 2009 sourcebook, CD-ROM's and Excel spreadsheets. Staples will not be distributing 2010 sourcebooks.

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STAFF NEWS

- The Office of Purchasing would like to WELCOME Ashton Bertrand and Robert Jenkins to our staff. Both Ashton and Robert will be coordinators responsible for professional, personal, consulting and social services contracts. Ashton can be reached at 578.1053 and Robert can be reached at 578.7552.
- Amy Bourgeois will now be responsible for the following commodities: research and laboratory equipment and supplies, including scientific, clinical, bio-medical, environmental, nuclear, etc; related chemicals and reagents; pharmaceuticals; household/commercial appliances; veterinary equipment and supplies.
- GOOD LUCK to Jeremy Hebert who has left Purchasing to attend graduate school.



HOW CAN YOU HELP THE UNIVERSITY SAVE MONEY?

- Utilize **Specialty Underwriters** for equipment maintenance contracts. This contract guarantees a 25 or 32 percent price reduction to existing equipment maintenance contracts with the original equipment manufacturers (OEM). Please see memorandum PUR09-05 for procedures for equipment maintenance contracts.
- **Take advantage of surplus items** - surplus items housed in Property Management's 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.
- **Electronic communication** - communicate via email rather than long distance telephone calls or faxes.
- Ensure **maximum competition** by using adequate specifications and by soliciting to many vendors. In times of an economic downturn, the vendor community is more competitive than ever.
- **Plan** purchases to take advantage of volume discounts. Even though you choose to purchase items noncompetitively, you can negotiate costs in the best interest of the University.
- Use **Eway for office supplies**. The most frequently purchased items on this contract are discounted up to 94%. Normal delivery time for this contract is 1-3 business days, with most orders being delivered next day.
- Use **UPS** for courier service needs. LSU receives a 40% discount from UPS.
- **SHARE** your University vehicle with other departments.

DO YOU KNOW...

Finance & Administrative Services is sponsoring its first-ever "E-waste Drive." You can participate by donating old cell phones, DVD players, computers, etc. for recycling. Donations will be accepted January 25 - 27 at University Stores, the Copy & Mail Center and 330 Thomas Boyd Hall. Visit <http://www.cacrc.com/what.html> for a list of items that will be collected. Note, only privately owned items will be accepted. **NO LSU PROPERTY WILL BE ACCEPTED.**



REMINDERS

- Lamps are considered personal items, and University funds cannot be used for their purchase unless it is determined by Facility Services that there is insufficient lighting in the area. Written approval from Facility Services is required prior to any such purchase.
- Bus charters are available on state contract with Gulf South Travel. Gulf South Travel will handle getting all of the necessary quotes from the bus companies and also reserve the buses for the department. After receiving a quote from Gulf South Travel, the department must attach the quote to a requisition and release the requisition to Purchasing for further processing.
- Prior to the commencement date on any contract, the contract shall have been processed and approved by the Office of Purchasing. Contract approval could take up to sixty (60) days, depending on the dollar amount of the contract and the reviews and approvals required from other University offices or from other state agencies. Under no circumstances should an individual sign an agreement with any proposed contractor.
- University Stores carries more than 2,600 essential maintenance, repair and operational (MRO) items required to maintain the facilities of the LSU campus. These items should be purchased from University Stores to take advantage of volume discounts.

PERSONAL, PROFESSIONAL, AND CONSULTING SERVICES (PPCS)

- The PUR-SS (Scope of Services) form is required for requisitions with a maximum amount greater than \$2,000 (including travel expenses). Please be sure to attach this form to the requisition prior to releasing to purchasing to ensure faster processing time. The PUR-SS form is sometimes used as an attachment to the contract, so please provide a type written (not handwritten) **thorough** scope of services for development of the contract using complete sentences for the goals, objectives, performance indicators and monitoring plan. This form can be found as an attachment in PRO, or on the Purchasing website at <http://www.fas.lsu.edu/purchasing/forms.htm>.
- Check the address of the vendor to make sure it is accurate, because the address will be used in the contract and for payment processing.
- Complete the 2nd page of the vendor screen in PRO which contains contract information, including contract dates and amounts. The vendor 2 screen is a hidden screen, accessible only when the **continue button** from the vendor tab on the requisition is chosen. PRO will not allow you to balance your requisition until this screen is completed.
- An approved AS516 form (Request to Reimburse Expenses) **must** be attached to the requisition for travel expenses even if the department will pay for the travel outside the contract. Remember, dates and amounts must match the contract terms on the vendor 2 screen in PRO.

PROPERTY MANAGEMENT

- If Facility Services is to be utilized to pick-up surplus or scrap items, an equipment inventory action request form (EIAR) should be forwarded to Property Management before a work order request is made to Facility Services. The Equipment Inventory Action Request (EIAR) Form is accessible from the forms section of Property Management's website at http://www.fas.lsu.edu/purchasing/pm_forms.htm. Upon receipt of this form, Property Management will advise what course of action is to be taken.

PRO TIP OF THE MONTH

You can avoid the need to do purchase order alterations to liquidate balances from purchase orders, by selecting "Y" in the order complete field on the header tab of the receiving report when completing the final receiving report associated with each purchase order. Selecting "Y" in this field will cause the PO to be systematically liquidated once the receiving report changes to AP status.

TRAINING SCHEDULE

- Introduction to PRO: 3/3/10 from 8:30am -10:15am
- Creating Departmental Solicitations: 3/3/10 from 10:30am - 11:45am
- Creating Requisitions for Professional, Personal, Consulting, and Social Services (PPCS): 3/4/10 from 2:00pm - 3:30pm

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.