

LSU Purchasing News

Office of Purchasing

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ISSUE 05

MARCH 2009

MARCH IS NATIONAL PURCHASING MONTH

In recognition of this, Governor Bobby Jindal has declared the month of March Professional Purchasing Month in the State of Louisiana.

WHAT'S NEW

- Form PUR 526—Framing request has been revised and is now titled Request for Framing, Plaques, Trophies, or Other Awards. Use of this form is required for the purchase of the aforementioned commodities, and approval must be obtained PRIOR to purchase. This form is available in the general forms section of our website, accessible from <http://www.fas.lsu.edu/purchasing/forms.htm>, and will soon be updated in PRO.
- University Stores FY 2009 year end deadlines (contingent upon a commitment from vendor for delivery by June 30):
 - June 23—Orders for delivery of non-stock items \$5,000—\$10,000
 - June 25—Orders for delivery of non-stock items less than \$5,000.
 - June 29—Orders for delivery of in stock items.

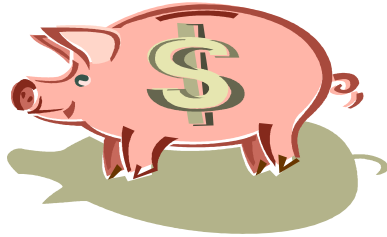
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STAFF CHANGES & ACCOMPLISHMENTS

- The Office of Purchasing would like to **WELCOME** Tiffany Carter to our staff. Tiffany will be a coordinator responsible for catering; conference/meeting facilities; printing; office, school, library, and print shop equipment and supplies; food; and publications. Tiffany can be reached at 578.2739.
- Michele Morris will now be responsible for the following commodities: construction and renovations; athletic, janitorial, and safety equipment; promotional/logo items; operating services; and fuel. Michele can be reached at 578.2306.
- **CONGRATULATIONS** to James Frazier for his promotion to Associate Director.
- **CONGRATULATIONS** to Marie Frank for being chosen as President of the La. Chapter of the National Institute of Governmental Purchasing.

REMINDERS



- Departments are reminded that the equipment maintenance state contract with Specialty Underwriters 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.
- When entering requisitions for fiscal year 09-10, remember to enter 2010 in the fiscal year field of the requisition. If nothing is entered, the fiscal year will default to 2009 and the requisition may get processed in the wrong fiscal year.
- Fiscal year 2009 requisition deadlines—see PUR 09-06 accessible from the Department Info, Memos to Deans, Directors, and Department Heads link of our website.

DATA PROCESSING CONTACT INFORMATION:

- **DELL**—Justin Browne, 800.874.7799 x 7244344, justin_browne@dell.com. LSU vendor # 4943 01. To view the state contract online catalog and create quotes, visit www.dell.com/hied/lsu. First time users will need to contact Claire Halker at mshaheen@lsu.edu for access.
- **APPLE**—Dave Koffskey, 800.800.2775 x 46871, koff-skey@apple.com. LSU vendor # 2778 02. To view the state contract online catalog and create quotes, visit www.apple.com/edu/lsu.
- **IBM****—Jason Carroll, 800.656.0833 x 6056, carroll@us.ibm.com. LSU vendor # 4172 02.
- **LENOVO****—Mike Dowlatabadi, 800.405.6883 x 27081, mdowlata@directlenovo.com. LSU vendor #7869 01.



** CMA can also provide quotes for both IBM and Lenovo. For IBM quotes, contact Jonathan Peyton at 318.561.4262, jpeyton@cmanontheweb.com. For Lenovo quotes contact either Al Neal, 225.763.2453, aneal@cmaontheweb.com or Karen Ballard, 318.641.9665, Karen.ballard@cmaontheweb.com.

- **HEWLETT PACKARD**—Kevin Lewis, 800.888.3224 x 7713619 , Kevin.c.lewis@hp.com. To view the state contract online catalog and create quotes, visit the Office of State Purchasing website at <http://doa.louisiana.gov/osp/osp.htm>, click on contracts, then approved catalog contracts, then click on contract 404160 and you will be directed to the State of Louisiana online catalog. LSU vendor # 5464 03.
- **HOWARD INDUSTRIES**—Greg Myatt, 888.912.3151, gmyatt@howard.com. LSU vendor # 22742 01.

PPCS

- **PRIOR** to the commencement date on any contract, the contract shall have been processed and approved by the Office of Purchasing.
- PPCS has an approved Campus-Wide Personal Services Contract with Premier Production and Sound Services. Premier Production and Sound Services will provide video production and audio/lighting services and equipment, for various University events. They will provide management of the systems and Production/Sound Engineers onsite during the entertainment events and will be totally responsible for the production of lighting, sound, visual, cameras, and staging during these events. For your next entertainment event, please contact Brian Gordon or Russ Bryant at (225) 923-0228 or email pss@psssound.com for a quote. Please refer to our website for additional information.

PROPERTY MANAGEMENT

REMINDER: Inventories have been sent out and should be returned with appropriate signatures no later than 5/1/2009. This is a good time to note any items that could be surplus and confirm that suspense items reported are accurate.

Property Management will be conducting spot checks of inventories during the year.

Office of State Risk Management will be visiting the LSU Campus. Departments should be aware of compliance issues located at the following website:

[http://appl003.lsu.edu/PubSafety/oes.nsf/\\$Content/Safe+Driver+Program?
OpenDocument](http://appl003.lsu.edu/PubSafety/oes.nsf/$Content/Safe+Driver+Program?OpenDocument)

The DA2054 (Driver Authorization Submittal Form) can be located on the Property Management website at http://www.fas.lsu.edu/purchasing/pm_forms.htm

TIP OF MONTH: Updating your inventory as it relates to room and building on the Equipment Records Inventory (ERI) will help ease the time it takes to conduct your inventory. Contact Property Management for assistance.

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

When creating PO alterations for items greater than \$5,000 that are charged to equipment object codes, you will receive the following error message when trying to balance the PO alteration:

“Update Successful—Equipment Overage—Buyer approval needed”

To proceed, advise the appropriate buyer of the error received, and ask them to balance the purchase order. Once balanced, you will need to click the “release to purchasing” button on the header tab to release the alteration to Purchasing.

TRAINING SCHEDULE

- Introduction to PRO: 5/20/09 from 1:00pm - 3:00pm.
- Creating Departmental Solicitations: 5/20/09 from 3:00pm - 4:30pm.
- Creating Requisitions for Professional, Personal, Consulting, and Social Services (PPCS): 5/21/09 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.

A FEW INTERESTING PURCHASES/CONTRACTS:

Just to name a few:

- Keynote Speakers to promote the art of animation for CCT’s Redstick Animation Festival.
- Groovin on the Grounds Entertainers Akon and Corey Smith.
- Construction and furnishings of the remodeled Music and Dramatic Arts Building.
- Mass Transit Services for bus service for the campus that will include an articulated bus and new routes.
- Lease and installation of a MRI system for the Vet School.
- Institutional Review Board Tracking Software application for Pennington which will be used to assist the PBRC Institutional Review Board in assuring human subjects remain in compliance with regulations.