

LSU Purchasing News

Office of Purchasing

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ISSUE 06

APRIL 2009

AS YEAREND APPROACHES...

- Review PUR 09-06 (FY 2009 Requisition Deadlines) to ensure that requisitions are released to purchasing in a timely fashion.
- Request information from vendors regarding their standard delivery time to ensure that delivery can be made by June 30th.
- Make sure that vendors are enrolled in the PRO vendor database prior to releasing requisitions to purchasing to avoid delays in purchase order issuance. Also, instruct direct charge vendors to enroll in the PRO vendor database prior to sending the invoice to Accounts Payable to prevent delays in payment.
- Complete receiving reports as items are received.
- Splitting purchases to circumvent the LaCarte limit threshold or to avoid competitive bidding requirements is not acceptable. Users are reminded that if the total purchasing need is greater than \$1000, and the item is not defined as non competitive per PUR 09-03, accessible from <http://www.fas.lsu.edu/purchasing/memo.htm>, a purchase order is required.

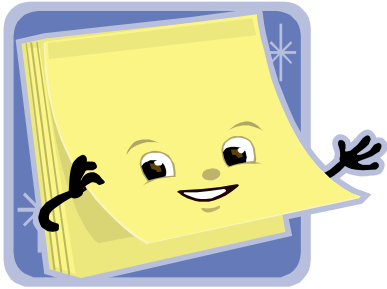
WHAT'S NEW

- Several commodities have been reassigned to different buyers. Please view our Staff Directory for the latest changes at <http://www.fas.lsu.edu/purchasing/staff.htm>
- The new Office Supply Catalog with Corporate Express is effective April 1, 2009. The new contract number is 407853. Discontinue using contract number 405577, the 2008 catalog, CD-ROM's and Excel spreadsheets. To request copies of the 2009 Supplies Sourcebook or the electronic version, call Corporate Express customer service at 800.511.3142. The core list of items has been expanded from 310 items to 819 items, which are discounted up to 94%.
- Confidentiality Agreements that do not involve any expenditures of funds should be routed to Peter Kelleher for review and signature.
- Thanks to everyone who participated in the Purchasing and Property Management survey. We appreciate your feedback.

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REMINDERS

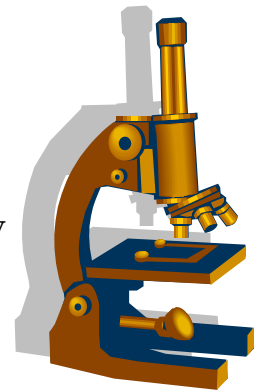


- The turnaround time for OMR and KRC type requisitions released to purchasing is typically 7 - 10 days. Please plan requisition submittal accordingly.
- Donations or gifts to the University may require completion of an AS522 form (Notice of Gift to LSU), accessible from <http://www.fas.lsu.edu/acctservices/spa/forms.asp>. Contact Patricia Territo in Sponsored Program Accounting for any questions associated with donations.
- Some state contract purchases with a total cost greater than \$25,000 require that we issue a Request for Response (RFR) to at least three LaPS contract holders which offer equivalent products or services. Departments have the option to solicit the RFR on behalf of the University, or to create a requisition as normal and release to purchasing for our office to process. Additional information regarding this process is available on our website at <http://www.fas.lsu.edu/purchasing/PDFs/PUR%2009-01.pdf>.
- Requisitions for items that require competitive bidding must have specifications attached (in word or excel format) prior to releasing to purchasing. Purchasing cannot proceed with bidding until we have specifications.

SCIENTIFIC AND LABORATORY SUPPLIES & EQUIPMENT

Executive Order BJ 08-67, Section 5.A.26 allows for purchases of scientific and laboratory supplies and equipment **specifically procured for “laboratory or scientific research” purposes** on a non-competitive basis for needs not exceeding \$25,000 per transaction.

The LSU Accounting Code structure is used as a prerequisite to identify potential noncompetitive purchases of scientific and laboratory supplies and equipment. Such procurements must be requisitioned, purchased and paid with account numbers designated as “research” function (meaning that the account number has a (1) in the 7th digit). Note that use of an account with a (1) in the 7th digit does not automatically qualify as a noncompetitive purchase. For example, administrative support items (i.e., computers, printers, etc) which may be allowable charges under a research account, do not qualify as exempt under the executive order provision. Also, laboratory and research services are not included in this exemption; thus, they remain subject to prevailing State and University bid requirements. The item(s) sole use must be for research in order to qualify as exempt under this provision.



If you have any questions concerning whether or not an item qualifies as a noncompetitive purchase under this provision, please contact our office. *(Continued on page 3)*

PERSONAL, PROFESSIONAL, AND CONSULTING SERVICES (PPCS)

Reminders to reduce delays in procurement of PPCS services follow:

- A contract is required for PPCS services with a value greater than \$2,000.
- Provide a thorough scope of services for development of the contract using the PUR-SS form.
- Complete the PUR-CR form online in PRO, as PRO will not allow for it to be attached as a separate document.
- Attach all documents in PRO pertinent to the contract for assistance in developing the terms and conditions.

PROPERTY MANAGEMENT

- Inventories are **DUE** to Property Management by May 1, 2009.
- State Property has received used furniture from various Road Home Offices. If you are interested in obtaining any of this furniture, contact Delwin LaCroix (8-6329) or Warren Lands (8-6892) for additional information.

SCIENTIFIC AND LABORATORY SUPPLIES & EQUIPMENT (CONT.)

Process flow for noncompetitive laboratory/research purchases \$1,000—\$25,000:

- Department creates/releases OMR type requisition to Purchasing with vendor quote attached. We recommend that Departments use the LSU RFQ form to secure the quotation from the vendor. This form incorporates bidder instructions and standard terms and conditions to protect LSU and ensure compliance with state procurement requirements. (Vendor quotation forms often include provisions contrary to state laws, rules and regulations; requiring Purchasing to negotiate acceptable terms and conditions prior to purchase order issuance. Use of the LSU RFQ form helps to eliminate flaws commonly associated with vendor quotation forms). The LSU RFQ form can be generated through PRO by creating a departmental solicitation.
- Purchasing reviews the item(s) on the requisition to make sure that the item(s) qualify under the exemption. Purchasing also reviews the quote to ensure all terms contained are acceptable. Purchasing negotiates acceptable terms if necessary.
- Purchasing issues the purchase order.

PRO TIP OF THE MONTH



When creating requisitions, always remember to select a price source on the items tab. Although this is not a required field on the requisition, it is required for the purchase order to be released to the vendor.

TRAINING SCHEDULE

- Introduction to PRO and Property Management: 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.

HAPPY ADMINISTRATIVE PROFESSIONALS DAY

We would like to thank our Support Staff for all of their hard work.

- ◆ Rose Bourg
- ◆ Barbara Daniel
- ◆ Ida Gibson
- ◆ Linda Hebert
- ◆ Valeri Phillips
- ◆ Mary Stallworth

We appreciate all that you do for us!!!

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.