

LSU Purchasing News

Office of Purchasing

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WHAT'S NEW

- Advertising approvals requests should be sent to Public Affairs via email at approvals@lsu.edu
- Purchase order alteration activity has resumed. Alterations can now be created and released to purchasing.

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EMERGENCY PURCHASES

There are events on campus that require “emergency” purchases. An emergency condition is defined as “a situation that creates a threat to public health, welfare, safety, or property, such as may arise by reason of floods, epidemics, riots, equipment failures, or such other reasons as may be proclaimed by the Commissioner of Administration.” An emergency purchase may be made when the existence of an emergency condition creates an immediate and serious need for supplies, materials, equipment, or services that cannot be purchased by normal methods and the lack of which would seriously threaten:

- the functioning of state government,
- the preservation or protection of property, or
- the health or safety of any person.

The Purchasing Office should be contacted when an emergency condition arises for approval from the Director of Purchasing. If an emergency situation arises after hours and circumstances will not permit any delays, then the department head or an authorized department representative should attempt to follow purchasing guidelines as much as possible by obtaining competitive pricing (written, telephone, etc) and proceeding with the purchase, using discretion. Written documentation explaining the nature of the emergency must then be signed by the department head or the authorized representative and attached to a requisition for the materials or services purchased. The requisition must be released to purchasing within 2 working days, with attached documentation of the competition that was obtained or attempted.

Catastrophic Emergencies may be handled differently only when the Governor declares a State of Emergency and issues an Executive Order outlining the procedures to be followed.

POOR PLANNING DOES NOT CONSTITUTE AN EMERGENCY

REMINDERS

- University funds can be used to purchase cell phone accessories **ONLY** for University issued cell phones. When making these types of purchases, you are self certifying that the accessories purchased will be used only for University issued phones.
- Grant expiration dates should be considered when releasing requisitions to purchasing. Please plan requisition submittal accordingly, to allow sufficient time for bidding (if applicable).
- Prior to the purchase of departmental uniforms, a written policy approved by the Department head must be submitted to the Director of Purchasing for review and approval. Visit our website for additional information at <http://www.fas.lsu.edu/purchasing/uniform.html>.



PERSONAL, PROFESSIONAL, AND CONSULTING SERVICES (PPCS)

- An approved AS516 form (Request to Reimburse Expenses) **must** be attached to the requisition for any reimbursable travel expenses to the contractor.
- Dates and amounts must be within the contract term on the second page of the vendor screen in PRO.
- The PUR-CR form must be completed online in PRO, as PRO will not allow for it to be attached as a separate document.
- When services or projects are complete, a performance evaluation (PUR-PE) should be completed and forwarded to purchasing.

PROPERTY MANAGEMENT

Property Management is now offering training classes geared towards property and fleet custodians who are primarily responsible for the moveable property inventory for their department. The class will cover employees' responsibilities for handling state property; provide an overview of compliance guidelines for both property and fleet; provide an overview of Property Management forms; and include a demo of the ERI mainframe database. Register for classes via PAWS, under Employee Resources - HRM Training Programs.

PRO TIP OF THE MONTH

How to view bids in PRO:

After the bid due date and time has passed for solicitations, bid responses are tabbed and an email is sent to the department contact requesting their recommendation for award. To view the bids in PRO:

- Begin at the document search page. In the “by document type” field, select bid. In the “by document number” field, enter the solicitation number. Then click search. All of the bid responses will be displayed.
- Click on any one of the bids.
- Hover over the purple “A” at the top right corner of the screen and click on the appropriate tabulation. (You should select the tab method that correlates to the evaluation type selected on the header of the solicitation. For example, if the solicitation evaluation type is “all or none”, then “tab all or none” should be selected).
- To view copies of the actual bids, click on the bid number, and then click on the “attach” tab. A link to the bid will be at the bottom of the screen in the added attachments section. Click on this link to view the bid in .pdf format.

TRAINING SCHEDULE

- Introduction to PRO: 8/05/09 from 8:00am - 10:00am
- Creating Departmental Solicitations: 8/05/09 from 10:15am - 11:30am
- Creating Requisitions for Professional, Personal, Consulting, and Social Services (PPCS): 8/06/09 from 9:00am - 11:00am

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

- Property/Fleet Management Training: 8/05/09 from 10:00am - 12:00pm. 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 jtroxcl@lsu.edu.