

LSU Purchasing News

Office of Purchasing

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WHAT'S NEW

- Louisiana law requires the Commissioner of Administration to monitor and annually review fleet usage and reduce the fleet by the amount that is determined to be underutilized. Louisiana Property Assistance Agency (LPAA) has been instructed to use more stringent guidelines from those used in previous years' analysis to determine which vehicles qualify as underutilized. Departmental vehicles not meeting the minimum annual mileage requirement may be at risk for being relinquished to LPAA. To avoid this, please attempt to pool departmental vehicles so there is more effective usage.
- Temporarily, all requisitions and questions regarding the following commodities should be addressed to the contact listed below:
 - Furniture - [Tiffany Carter](#) at 578 - 2739
 - Advertising - [Michele Morris](#) at 578 - 2306
 - Vehicles - [James Frazier](#) at 578- 2285
 - PRO Issues - [Marie Frank](#) at 578 - 2307

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STAFF NEWS

- Congratulations to Jeremy Hebert on his recent marriage.
- Congratulations to Jene' Ledet on the birth of her second child, Peyton Thomas Ledet.

Geaux Tigers

REMINDERS

- Although departments have the authority to solicit price quotations on behalf of the University up to \$5,000, departments **DO NOT** have the authority to contact vendors to place any orders until such time that a purchase order has been issued by the Purchasing Office. If you have any questions concerning whether or not a purchase order has been issued, contact the appropriate buyer or access PRO.
- Computer software, hardware and maintenance purchases in excess of \$100,000 typically require review by the Office of Information Technology (OIT) and a Procurement Support Team (PST). This additional review often requires additional processing time (up to 8 to 10 weeks). Departments are advised to release requisitions to Purchasing to allow sufficient time for processing.
- When a vendor requires the execution of a contract/agreement, regardless of the dollar amount of the purchase, an order shall not be placed until it has been reviewed and signed by the Office of Purchasing.
- A print out from the internet with a description and price of an item is not considered a firm quote, and will not be accepted for purchase order issuance. For additional information on “firm” quotes, see <http://www.fas.lsu.edu/purchasing/internetquotes.htm>
- Invitations to bids (ITBs) and request for proposals (RFPs) issued by LSU are electronically posted on the State of Louisiana LaPac website administered by the Division of Administration at <http://wwwprd.doa.louisiana.gov/OSP/LaPAC/pubmain.asp> and can be viewed by anyone.



FOB TERMINOLOGY

- FOB (Free on Board) - The point at which ownership of goods transfers from the supplier to the agency point of delivery.
- State and University policy require FOB destination shipping terms, meaning that title for the shipment passes from the vendor to the University at the time the product is delivered. Thus, the vendor would be responsible for filing any freight claims and replacing any damaged items at no additional cost to the University.

PERSONAL, PROFESSIONAL, AND CONSULTING SERVICES (PPCS)

- Louisiana law defines Professional Services as limited to lawyers, doctors, dentists, psychologists, certified advanced practice nurses, veterinarians, architects, engineers, land surveyors, landscape architects, accountants, actuaries, claims adjusters, and any other profession that may be added by regulations adopted by the Office of Contractual Review of the Division of Administration. Object codes for these services follow:
 - 5100 – Accountant, Actuary, Claims Adjustor
 - 5300 – Engineer, Architect, Landscape Architect, Land Surveyor
 - 5400 – Attorney
 - 5500 – Doctor, Dentist, Psychologist, Certified Advanced Practice Nurse
 - 5600 – Veterinarian

(Coming soon: Definition of Personal and Consulting Services)

PROPERTY MANAGEMENT

- To obtain replacement property tags, contact Greg Noel (8-0606) or Jonathan Coffey (8-2328).
- REMINDER—Per the State Office of Risk Management, a copy of memorandum dated June 15, 2009 regarding Automobile Bodily Injury and Property Damage Liability is to be placed in each insured vehicle. To obtain a copy of the memo, you may access the Forms Page of Property Management's website or contact Property Management for a copy.

PRO TIP OF THE MONTH

When creating requisitions, to reduce delays in processing, please select the appropriate buyer on the requisition header (if known) prior to releasing the requisition to Purchasing. When the buyer is selected, the requisition will go directly into the selected buyer's queue, allowing for faster processing.

To determine the appropriate buyer, view the commodity code tables accessible from the Purchasing A-Z index at <http://www.fas.lsu.edu/purchasing/commoditybybuyer.html> or view our staff directory page at <http://www.fas.lsu.edu/purchasing/staff.htm>

TRAINING SCHEDULE

- Introduction to PRO: 12/01/09 from 8:30am - 10:15am
- Creating Departmental Solicitations: 12/01/09 from 10:30am - 11:45am
- Creating Requisitions for Professional, Personal, Consulting, and Social Services (PPCS): 12/02/09 from 9:00am - 11:00am

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

- Property/Fleet Management Training: 10/07/09 from 10:00am - 12:00pm and 10/14/09 from 10:00am - 12:00pm. Both classes 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 jtroxcl@lsu.edu.