

# LSU Purchasing News

Office of Purchasing

225.578.2176

purchase@lsu.edu

ISSUE 11

SEPTEMBER 2009

## WHAT'S NEW

- An acquisition moratorium has been issued by the Division of Administration for the purchase of vehicles. Therefore, no new vehicle purchases will be considered by the State unless the acquisition is mission critical. Exceptions to the moratorium require written justification, inclusive of the following information:
  - Use of the vehicle
  - An explanation of the critical nature of the need for the vehicle
  - The number of the existing departmental vehicles
  - An explanation of why the need cannot be satisfied with an existing vehicle
  
- Corporate Express branded calendars and dated goods are being discontinued and replaced with either the Staples brand or the At-A-Glance brand. For a cross reference guide, please contact [Tiffany Carter](#) at 8-2739.

## INSIDE THIS ISSUE:

Reminders	2
PPCS	3
Property Management	3
PRO Tip of the Month	4
Training Schedule	4

## FUEL

Effective October 1, 2009, University employees will be utilizing FuelTrac for the purchase of gasoline and diesel. FuelTrac can be used to purchase gasoline and diesel at most retail locations that accept credit cards, with the exceptions of RaceTrac and Sam's Club. In addition, purchases of gasoline may be made at the LSU Fuel Station operated by University Stores (located on Skip Bertman Dr). The LSU Fuel Station is open 24 hours a day, 7 days a week and offers premium and unleaded gasoline. Note that diesel is not available at the LSU Fuel Station.



(Continued on page 2)

## **FUEL (CONTINUED)**

To set up an LSU FuelTrac account, complete the FuelTrac [Maintenance Form](#).

FuelTrac cards can be used to purchase fuel **only**. Exceptions must be approved by the Director of Purchasing.

To view a complete listing of fueling stations, click [here](#).

For detailed information regarding the fleet fuel program view the [University Stores website](#).

Note that the FuelTrac card is not to be used to purchase bulk fuel. Departments with recurring needs for bulk fuel should contact [Tiffany Carter](#) at 8-2739 to establish purchase orders for bulk fuel.

## **REMINDERS**

- The [PUR 522 form](#) (Promotional and Logo items) must be completed and approved prior to making any purchases of promotional items and items requiring the use of the LSU logo.
- Justification from a previous sole source purchase is not sufficient for subsequent purchases. Justification documents must be submitted for each sole source purchase in order to certify that the sole source condition still exists.
- Bids and requests for quotes cannot be accepted after the date and time shown on the solicitation document.
- A listing of expenditure object codes (needed for completion of the acct tab of requisitions) can be found on the [Financial Accounting and Reporting](#) webpage.
- The University has entered into a campus wide personal services contract with Premier Production and Sound Services for video production and sound/lighting services. Visit our website for additional information at <http://www.lsu.edu/purchasing/premier.html>.
- Those with a LaCarte limit greater than \$1000 must follow procurement rules and regulations or seek the approval of the Director of Purchasing.

## **PERSONAL, PROFESSIONAL, AND CONSULTING SERVICES (PPCS)**

Personal Services includes work rendered by an individual that requires use of creative or artistic skills, such as, but not limited to, graphic artists, sculptors, musicians, photographers and writers, or that requires use of highly technical or unique individual skills or talents, such as, but not limited to, paramedicals, therapists, handwriting analysts, foreign representatives and expert witnesses for adjudications or other court proceedings. External contracts for personal services may, regardless of the amount of compensation, be negotiated by the end user with a responsible contractor without the need for competition.

Consulting Services includes work, other than professional or personal services, rendered by either individuals or firms who possess specialized knowledge, experience and expertise to investigate assigned problems or projects and to provide counsel, review, design, development, analysis or advise in formulating or implementing programs or services or improvements in programs or services, including but not limited to such areas as management, personnel, finance, accounting, planning, data processing and advertising contracts. External contracts for consulting services where the total amount of compensation is less than \$50,000 may be negotiated by the end user with a responsible contractor without the need for formal competition. Contracts for \$50,000 or more must be awarded by requests for proposals (RFP) pursuant to the requirements of Louisiana R.S. 39: 1503.

## **PROPERTY MANAGEMENT**

It is the responsibility of each department to provide proper and adequate care, maintenance and security for all equipment under its control in order to maximize useful life-span and minimize loss from acts of theft. It is the responsibility of the department to promptly report inventory and non-inventory property stolen to University Police (or local law enforcement for equipment off campus) and to 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 classes will cover employee's 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.

## PRO TIP OF THE MONTH

PPCS requisitions have a second “hidden” vendor screen, containing contractor information and contract terms. This screen must be completed to release requisitions to purchasing. The second vendor screen is accessible by clicking the “continue” button from the first vendor screen.

## 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](mailto:jtroxcl@lsu.edu).