

LSU Purchasing News

OCTOBER 2009

Office of Purchasing

225.578.2176

purchase@lsu.edu

WHAT'S NEW

Effective November 1, 2009, changes will be made to the vendor databases as follows:

- PUR vendors will be inactivated and the database will be used for refunds only. When a refund is needed, contact Purchasing for reactivation or entry.
- DIR will be maintained by Accounting Services for employee or participant payments. It will be monitored periodically and security will be determined by Accounting Services.
- PRO will be used for **all** vendor payments. Purchasing will monitor and activate vendors. No LSU employees will be enrolled in PRO.
- Foreign vendors without a Federal Identification Number (FEIN) can be enrolled in PRO by entering 999-99-9999 in the FEIN field.

APPLIANCES

If a department wants to purchase appliances (all purchases of household or laboratory), regardless of cost, the department is required to get prior approval from Facility Services (Facility Services needs to determine if adequate power and drainage are available for the proposed location). Once approval from Facility Services is obtained, the departments can proceed as followed:

- If the total cost (inclusive of shipping) is less than \$1,000, items can be purchased via LaCarte, **ONLY** with prior written approval from Purchasing. Approvals from Facility Services and Purchasing must accompany the LaCarte entry submitted for payment.
- If the total cost is greater than \$1,000, a requisition is required, and should be released to purchasing with Facility Services approval attached to the requisition.
- The purchase of energy star qualified appliances is required.
- If possible, appliances should be purchased from existing state contracts.

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REMINDERS

- Executive Order BJ 08-67 Section 5.A.(26), allows for a non-competitive process for the procurement of “scientific and laboratory supplies and equipment when procured by colleges and universities for laboratory or scientific research not to exceed twenty-five thousand dollars (\$25,000) per transaction.” To qualify, purchases are to be from scientific or laboratory supply vendors. The commodity should use a laboratory equipment/supply commodity code and on a research account (a “1” in the 7th digit of the account). If not on a research account, regular purchasing rules will apply.
- Whenever purchasing questions arise, visit the Office of Purchasing website at <http://www.fas.lsu.edu/purchasing/> for guidance. Of particular interest may be the A-Z index, which offers a wealth of information on a variety of topics.



PERSONAL, PROFESSIONAL, AND CONSULTING SERVICES (PPCS)

When the Office of Sponsored Programs (OSP) prepares a subaward/subcontract agreement, the department will be notified by OSP via email. OSP will instruct the department to enter a requisition into the PRO system and attach the subaward/subcontract to the requisition. Upon receiving the requisition, Purchasing will promptly process the document for signatures. Once the signed document is received, it is attached to the Purchase Order which can be viewed by the department. Purchasing allows the vendor ten (10) days to return the signed agreement before we begin to send additional notices.

To avoid delays in processing the subaward/subcontract agreement by Purchasing, the department should ensure the following:

1. The subawardee/subcontractor is enrolled as a vendor in PRO.
2. The subaward/subcontract document is attached to the requisition that is submitted to the Office of Purchasing.

PROPERTY MANAGEMENT

- When submitting computers for surplus, scrap, or dismantle requests, please refer to the [“Disposal of Inventory Property”](#) section of Property Management’s website for additional information.
- Look for LSU Property Management on facebook for pictures of available surplus items.

PRO TIP OF THE MONTH

Steps to creating a contract release order (CRO):

- Pull up the appropriate contract in the PRO database. This can be done by selecting contract in the by document type field, and by entering the contract number in the document number field and then clicking search. If you do not know the contract number, the next best way to search is by the title.
- When the contract is found, click on the items tab.
- Select the boxes for the items you would like to purchase, and click the “Copy to Order” button. This will create a CPR requisition at INC status. You will be directed to the items tab on the newly created CPR requisition.
- Click on the Header tab of the requisition, and enter all required information (fields denoted by asterisks). Click Change.
- Click on the ITEMS tab, and click on each item number and enter the appropriate quantity. Click Change.
- Continue to the SHIP tab. The shipping information will default to the address associated with the 5 digit department code.
- Continue to the ACCT tab, and enter the account number, object code, and either the amount OR percent to be charged the account number.
- Continue to the T & C tab, and enter any terms and conditions, if required. Note that this is not mandatory.
- Continue to the ATTACH tab, and add any attachments, if required. Note that this is not mandatory.
- Continue to the APPROVE tab. The requisition must be approved by a release authority for each account listed on the requisition. The status of the requisition must be Balanced (Bal) before approvals can take place. Once the reviewer has been added, a “route” button will appear. Click this button to route the requisition for approval. This will change the status of the requisition to RAPR (routing for approval). Once the reviewer approves the status will change to RAPR (routed and approved) or RDAP (routed and disapproved).
- Finally, once approved, you can release to purchasing for purchasing to issue the purchase order, or you can go to the header tab, and click the “create PO” button for you to generate the PO yourself. (November’s newsletter will include instructions on how to create the PO).

NEW CONTACT INFORMATION FOR COMPUTER PURCHASES:

In recent weeks, contact information has changed for the major state contracted computer vendors commonly used across the LSU campus. When obtaining quotes directly from these vendors, please contact the following individuals who are dedicated to the LSU accounts:

APPLE:

Ross Hooks

Phone: 512-674-2859

E-mail: rhooks@apple.com

Fax: 866-261-4104

or

Neill Hitchcock

E-mail: nhitchcock@apple.com

Cell: (601)594-1301

Fax: (601)510-9207



DELL:

Bruce Fadore, Daniel Jeanpierre, Richard Fischer, and Rick Dallmeier

Dell Central Team Members for Mississippi and Louisiana Major Public Accounts

Phone: (512) 723-5024

Fax: (877) 671-9138

E-mail: central_Team@Dell.com

LENOVO:

Marty Samuels

Lenovo Senior Sales Rep

Phone: 800-405-6883 opt 1, Ext 27188

Fax: 480-776-8659

E-mail: msamuels@lenovo.com

HEWLETT PACKARD:

Kip Taylor

Inside Account Sales Manager

Phone: 1 800 277 8988 x7719071

E-mail: kip.han.taylor@hp.com

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: 1/20/10 from 10:00am - 12:00pm. The class 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.

HAPPY HALLOWEEN

