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UNLOCATED PROPERTY

SIXTY DEPARTMENTS HAVE NOT RESPONDED BY THE DEADLINE FOR LOCATING PROPERTY ON SUSPENSE LISTINGS. IT IS CRITICAL THAT ALL DEPARTMENTS CAREFULLY AUDIT THEIR INVENTORY AND LOCATE LSU PROPERTY. IF YOU HAVE NOT RETURNED YOUR SUSPENSE LISTING, PLEASE DO SO AS SOON AS POSSIBLE.

WHAT'S NEW

⇒ The University has entered into a new contract for gas cylinders. LSU Campus Departments are required to purchase all gas cylinders through University Stores. See <http://pas.lsu.edu/university-stores/gas-cylinder-products> for ordering information.

- Departments that currently have existing contracts with outside vendors will be permitted to utilize the existing contracts through expiration, but no renewals will be allowed.
- Cylinders that are currently on campus can remain with the department for up to one year. Refills are not allowed on these cylinders.
- Please schedule the return of any empty cylinders with University Stores. University Stores will arrange for the return to the correct vendor.
- Bulk gas will continue to be processed through Purchasing.

⇒ LSU is now accepting an ethanol blend fuel at University Stores fueling station. University Stores will monitor the filters to ensure the integrity of the fuel supply.

HAPPY
THANKSGIVING



REMINDERS

- *Gifts* (including cards, invitations, etc) for employees or students for any occasion, including Christmas, birthday, graduation or Secretary's Day, are the personal responsibility of the individual wishing to send the gift. University funds are not to be used for these items.
- 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 Louisiana Pricing Schedule (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> and http://www.fas.lsu.edu/purchasing/PDFs/RFR_Instructions.pdf

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.
- ⇒ Complete the 2nd page of the vendor screen in PRO which contains contract information, including contract dates and amounts. The vendor 2 screen is a hidden screen, accessible only when the continue button from the vendor tab on the requisition is chosen. PRO will not allow you to balance your requisition until this screen is completed.
- ⇒ Complete the PUR-CR form online in PRO, as PRO will not allow for it to be attached as a separate document.
- ⇒ Provide a thorough scope of services for development of the contract using the PUR-SS form. Keep in mind to ask Who, What, When, Where, & How. This form can be found as an attachment in PRO, or on the Purchasing website at <http://www.fas.lsu.edu/purchasing/PDFs/PUR-SS.pdf>.
- ⇒ Attach all documents in PRO pertinent to the contract for assistance in developing the terms and conditions.

PROPERTY MANAGEMENT

With recent headlines generated from the LPAA property audit and notification from LPAA of an upcoming LPAA fleet audit in January, Property Management is requiring all departments to attend a mandatory fleet inspection conducted on December 16th and 17th.

Property Management has secured the parking lot area behind University Stores for the audit to be conducted by Property Management personnel.

If you cannot make the dates as noted above, contact Property Management.

Please have the following items available for review:

1. Verification of LSU #, license #, and VIN #.
2. Current inspection sticker.
3. Required decals including the LA Official Business and Don't Trash LA.
4. Required ORM Memo (Letter of Insurance).
5. Operator's Manual Brochure.
6. Blank Accident Form.
7. MV 3, Current form maintained in vehicle with proper Odometer verification.
8. MV4, Current form with appropriate information maintained by department.

Your attention to the matter is appreciated. Property Management's Procedures may be viewed on Property Management's website at <http://www.fas.lsu.edu/purchasing/propmgmt.htm>

PRO TIP OF THE MONTH

When creating PO alterations for items greater than \$5,000 that are charged to equipment object codes, you will receive the following error message when trying to balance the PO alteration:

"Update Successful – Equipment Overage – Buyer Approval Needed"

To proceed, advise the appropriate buyer of the error received, and ask them to balance the purchase order. Once balanced, you will need to click the "release to purchasing" button on the header tab to release the alteration to Purchasing.

The Newsletter is posted to the purchasing website at <http://www.fas.lsu.edu/purchasing/> around the 15th of each month and emailed to Deans, Directors, Department Heads and to those who have requested to be added to the email distribution list. To request to be added to or deleted from this list, contact Jene' Ledet at jtroxc1@lsu.edu.

SCAM ALERT

Do not fall victim to scams from persons calling asking for authorization of invoices for items/services that were not ordered. A call was received in our office asking for authorization of an advertisement that we did not place. Direct any such calls to Purchasing.

TRAINING SCHEDULE



Register for classes via PAWS, under Employee Resources - HRM Training Programs. Departmental training is also available upon request.

- PRO DEMO—Introduction to PRO: 1/20/11 from 8:30am - 10:15am.
- PRO DEMO—Creating Departmental Solicitations: 1/20/11 from 10:30am - 11:45am.
- PRO DEMO—Creating Requisitions for Professional, Personal, Consulting, and Social Services (PPCS): 1/19/11 from 1:30pm - 3:00pm.

All classes listed above are located in 225 Peabody.

- Property/Fleet Management Training: 2/2/2011 from 10:00am - 12:00pm. The class will be located