

# LSU Purchasing News

ISSUE 02, DECEMBER

DECEMBER 2008

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## FAREWELL FROM ROSE MARY

Another Rose, Rose Fitzgerald Kennedy, once said, "Life is not a matter of making milestones, but of making moments."

Though I have reached a great milestone in my retirement from LSU after 34 years, it will be all the moments through these years that I will remember and treasure. From my first days as a Student Worker, to getting my degree, to developing the position I now hold and will retire from, LSU has been a significant part of my life, and I have enjoyed many extraordinary experiences through the wealth of friends and colleagues I have made in witnessing the growth and expansion of the Purchasing Department.

It is with great pride and with much gratitude that I leave this university. True, I have reached a milestone in my life; however, I anticipate many more wonderful moments once my work is complete here. I greatly appreciate the support I have had during these years and my fondest wish is that all of you will continue to thrive and grow in making LSU one of this country's leading universities.



## WHAT'S NEW

- Purchasing memorandum 09-03 - Direct Charges of Non-Competitive Purchases and LaCarte Purchases has been issued to expand the list of commodities which may be procured without the need for a requisition or purchasing intervention. This memo is accessible on our website at <http://www.fas.lsu.edu/purchasing/memo.htm>.
- 2009 Model Vehicle Contract is now available. All purchase orders for state vehicles must be submitted, complete with all required documentation, not later than February 27, 2009. For additional information, see <http://www.fas.lsu.edu/purchasing/vehicles.htm>.
- Departments wishing to enroll vendors in the vendor database should be aware of the necessity to verify the vendor name and tax id prior to enrolling for them. Due to 1099 reporting requirements, the name of the vendor enrolled in the vendor database must match the IRS designated name for the FEIN/SSN provided. Departments enrolling vendors in PRO can verify this information by obtaining a W-9 from the vendor and submitting to the Office of Purchasing.

## REMINDERS

- Splitting purchases to circumvent the LaCarte limit threshold or to avoid competitive bidding requirements is not acceptable. Users are reminded that if the total purchasing need is greater than \$1000, and the item is not defined as non competitive per PUR 09-03, accessible from <http://www.fas.lsu.edu/purchasing/memo.htm>, a purchase order is required.
- Invoices that are attached to requisitions should also be submitted to Accounts Payable for processing payment.
- Locks, padlocks, keys and card entry systems for all campus facilities and permanent structures, including Baton Rouge campus, Agricultural Center campus properties, Veterinary Medicine, Fireman Training and Hebert Law Center, must be coordinated through Facility Services to insure security needs are met without compromising the uniformity of the University proprietary locking mechanisms.
- Decorative, unusual, personal, or any other items inconsistent with a departments mission are not allowed to be purchased with University funds.

## SOLE SOURCE PURCHASES

Sole Source procurements are permitted only when the required item or service is available from a single supplier. The desire for a particular manufacturer or brand is not sufficient to satisfy the sole source determination requirements. Documentation confirming the uniqueness or special features of the desired brand is required for a sole source procurement to be considered. Compatibility of equipment, continuation of prior work, and continuity of research are other examples of circumstances when sole source procurements may be approved.

Regardless of the reason a sole source purchase is requested, the following must be attached to the requisition for sole source consideration:

- Sole source justification form, accessible from <http://www.fas.lsu.edu/purchasing/forms.htm>. This form is also available as an attachment in PRO.
- Written documentation from the vendor confirming that the vendor is the sole manufacturer **AND** sole distributor of the item.
- Written documentation from the vendor confirming the validity of the sole source circumstance.

## Personal, Professional, and Consulting Services

- The PUR SS - Scope of Services form is now required for all requisitions requiring a contract. (Contracts are required when the total cost of the service is greater than \$2,000). Please be sure to attach this form to the requisition prior to releasing to purchasing to ensure faster processing time.
- The guidelines for Personal, Professional, Consulting, and Social Services requisitions have been revised and are available on our website at <http://www.fas.lsu.edu/purchasing/PDFs/GOC.pdf>. See below for a quick reference guide for PPCS requisitions:

Dollar Amount (Including Travel)	≤ \$2,000	\$2,001 - \$20,000	\$20,001 - \$49,999	≥ \$50,000
Required Forms	Requisition PUR-CR - available in PRO only W-9 AS516 - if travel required	Requisition PUR-CR - available in PRO only PUR - SS W-9 AS516 - if travel required	Requisition PUR-CR - available in PRO only PUR - SS W-9 AS516 - if travel required	Requisition PUR-CR - available in PRO only PUR - SS PUR - CB W-9 AS516 - if travel required
Typical Processing Time (Note: Actual processing time is contingent upon Contractor's prompt return of signed contract to the Purchasing Office).	3-5 working days	3 weeks	7 weeks	Consulting Services may require the RFP process which takes 14 weeks. Professional and Personal - 7 weeks
PRO Requisition Type	PSR	PSR	PSR	PSR - Professional, Personal, and Social Services PSP - Consulting if RFP required

## Property Management

It is very important that the MV-3 (daily use log) be completed monthly. These forms are to be submitted to Property Management no later than 10 days after the end of the previous month. Please keep in mind this information is used by the State Fleet Management Office in determining what vehicles are to be subject to being used as trades or possibly being subject to be turned in as surplus vehicles; thereby losing trade in status. **It is imperative that complete information be submitted monthly.** This form must be signed by an approved driver and department supervisor. Contact Treviss Carter at 578.6854 or [tcarter@lsu.edu](mailto:tcarter@lsu.edu) if you need any assistance with Fleet Management issues.

## TRAINING SCHEDULE

- Introduction to PRO: 2/18/09 from 9:00am - 10:15am.
- Creating Departmental Solicitations: 2/18/09 from 10:30am - 12:00pm.
- Creating Requisitions for Professional, Personal, Consulting, and Social Services (PPCS): 2/19/09 from 9:00am - 11:00am.

All currently scheduled classes are located in 225 Peabody.

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

**Whenever purchasing questions arise, Visit the Office of Purchasing website at <http://www.fas.lsu.edu/purchasing/> for purchasing guidance. Of particular interest to you may be the A-Z Index, which offers a wealth of information on a variety of topics.**



**Merry  
Christmas  
and  
Happy  
New Year!**