



Procurement and Payment Services Newsletter: Vol: 2
Spring 2010

Dear Reader,

Thank you to all of our readers who provided feedback about our first PPS Newsletter. In an effort to update campus with relevant information this newsletter will be generated twice a year. If you have any suggestions as to what you would like to see in the newsletter, send it to Burnette Tolbert at tolbebn@auburn.edu



New Contracts

As part of the strategic sourcing initiative, contracts have recently been awarded to the following vendors:

VWR Scientific - Effective Date 1/1/10 -Scientific Supplies

FedEx - Effective Date 4/1/10 - Shipping Services

Information regarding these contracts can be found on the PPS webpage at http://www.auburn.edu/administration/business_office/pps/ .



What's and Who's New in Procurement and Payment Services

Electronic PO's and Bids are now in place. Thanks to Scott Tisdale for designing the

new processes.

Antisha Felton joined our staff in March, 2010. Antisha is responsible for a variety of administrative tasks and can be reached at 844-7771.



Policy Updates

Please be aware of the following Policy Updates/Clarifications:

Business and Guest Meal Policies

The AU Business and Guest Meal policies have been updated. The updates were based on a Management Letter Comment received from the Alabama State Examiners during our most recent fiscal audit. The updates include:

- * Documentation required for Business Meal expenditures now includes a full agenda with the time and location of the meeting.
- * Documentation required for Guest Meal expenditures now includes a full agenda with the time of the meeting.
- * The Guest Meal policy stated that University employees attending the meals should be kept to a minimum. That number has been clarified. The policy now requires written justification provided by the Dean or Department Head if more than three AU employees are in attendance at a Guest Meal.

The full text of the policies can be found at
http://www.auburn.edu/administration/business_office/spending/entertainment.html.

Uniform Policy

Guidance has been added to the Spending Policies Use of Funds section regarding the purchase of uniforms. Based on apparel guidelines set forth by the Internal Revenue Services (IRS) only clothing items that comply with the following can be purchased using university funds:

- The employee must wear the clothes as a condition of employment, i.e. for identification purposes, for safety, or as protective clothing.
- The clothes are not suitable for everyday wear.
- The University retains protective clothing and outerwear after termination of employment.

Prior approval from PPS must be obtained before making apparel purchases.

American Express Travel Card

Information regarding the American Express Travel Card has been added to the PPS Webpage. Included is an overview of the program and AU FAQs. See http://www.auburn.edu/administration/business_office/policy_manual/amex-travel.html



Happenings

Shawn Corrigan Asmuth, PPS Executive Director receiving the OfficeMax incentive check. The proceeds were given to Provost Mazey. OfficeMax is AU's Preferred Vendor for Office Related Products.



PPS won the AU Spirit award for the month of October 2009 and the staff had lunch with Aubie!

Protect Yourself and AU

Let Procurement and Payment Services Sign Contracts

By personally signing a document committing University funds, employees may unintentionally put themselves in a position of liability for anything that goes wrong with the transaction. All contracts or agreements that support a requisition for any product or service should be forwarded to the PPS Contracting Officer, Steve Ballew.

Be Aware of Scam Telephone Calls

There has been a recent increase in unsolicited scam telephone calls to departments from fraudulent companies requesting information on office equipment. These questions usually involve printers, toners or fax machines. The salesperson from these companies will attempt to get model numbers and in turn will tell you about some type of "super deal" they have to offer. The result of this type of telephone scam is that you will end up

receiving toners along with an invoice without acknowledging you actually placed an order. Do not give any information to a salesperson if you feel uncomfortable doing so. Instead transfer the call to PPS @ 844-7771. These callers try to validate they are trustworthy by claiming they have been referred by an authority figure at the University.

Vendor Complaint Form info:

PPS is happy to announce that there is now a new vendor complaint form available on the PPS web page under forms for departmental use. Please note that all complaints should be reported to PPS as soon as possible, so appropriate action can be taken. All completed forms should be emailed to Misty Kennedy @ kennem1@auburn.edu.

Vendor Spotlight: VWR

Procurement and Payment Services Awards Scientific Supply Contract

Effective January 1, 2010, VWR is Auburn's preferred vendor for scientific supplies including laboratory supplies and chemicals. In addition to discounted pricing, Auburn will also receive financial incentives. Additional information regarding this contract can be seen on the PPS website.

VWR has set up a team to support this agreement, and it is led by our local account representative, Jeanne Estrada. Jeanne and her field support team can be reached at the following numbers for any technical or product specific questions:

- **Jeanne Estrada's Cell Phone:** 334-329-9323
Email: Jeanne_estrada@vwr.com
- **VWR Education Customer Service Phone:** 866-890-8229
Email: education@vwr.com

For general contract questions, please contact Beth Owen in PPS. Beth can be reached at:

- **Beth Owen's Phone:** 334-844-3559
Email: beth.owen@auburn.edu

VWR hosted their **first Annual Scientific Vendor Product Show** on February 3, 2010 at the Hotel at Auburn University and Dixon Conference Center. Over 29 vendors participated in this event.



GO GREEN with AU Preferred Vendor Contracts:

Cartridge Solutions – Offers less waste by refilling existing cartridges

Dell – Offers products that are Energy Star rated

GovConnection – Offers products that are Energy Star rated

OfficeMax – Producing more products using recycled material; offers recycled paper

VWR – Less packaging is used in shipping their products

Closing Notes:

Procurement and Payment Services is here to help! Please come see us or allow us to come see you if you are unsure about the correct procedures to follow when making a purchase/payment decision.