



Procurement and Payment Services Newsletter
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In This Issue

- **Shawn's Notes**
 - **Preferred Vendor Contracts**
 - **E Travel Voucher System**
 - **Account Codes**
 - **Office of Sustainability Award**
 - **OfficeMax Print Program**
 - **PPS Preferred Vendor Show**
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Welcome

Procurement & Payment Services presents this e-newsletter to the Auburn University/AUM community with the goal of providing timely and effective information to assist you with your procurement needs. We welcome any comments or suggestions for future articles.

Shawn's Notes

Procurement & Payment Services (PPS) is a service unit...we're here to serve you and the entire AU system...always have been, always will be. Our goal is to provide efficient and effective service while insuring compliance with all the laws and regulations that govern AU's business actions. We very much appreciate the way that our customers (AU departments and vendors alike) have welcomed and responded to our efforts to make the acquisition of goods/service and the expenditure of AU funds more efficient and timely. Your reception of our Preferred Vendor Contracts and electronic vouchering systems and our vendor's reception to our electronic distribution of all business related documents has been encouraging...and has spurred us on to look for additional ways to improve AU procurement and expenditure related processes. Thank you!

On a personal note, effective January 1 2014, I will be officially retired from AU and will move to Florida to be closer to family. After devoting my entire adult life to AU, it's time to spend more time with my parents and extended family. I appreciate AU giving me the opportunity to work with so many wonderful people during these 32+ years and I thank you for making that experience a good one! Take care...and War Eagle!



What's New...

- PPS welcomes Vicky Smith to our staff! Vicky replaces Jane Norman and provides AU Vendor Center and vendor file support. Her contact information: vss0002@auburn.edu; 844-3632.
- Purchasing Card Staff relocated to 109 Ingram Hall: Please note this change in location you're coming to Ingram Hall to pick up a Purchasing Card.
- **PSC and IC Forms Updates-** Updates were made to the Professional Services Contract (PSC) and Independent Contractor (IC) forms due to a recent requirement imposed on the University by Retirement Systems of Alabama (RSA) that we report any current employees and contractors who are retirees of any Alabama institution which is a participating employer in the Teachers' or Employees' Retirement (TRS/ERS) Plan.

Though we do not enter into PSC agreements with AU retirees, we can unknowingly enter into such agreements with retirees from other TRS/ERS affiliated entities (state government/agency, schools system, College/University). RSA now requires that we report these relationships within 30 days of the engagement. The reporting requirement also extends to retirees who perform services for Auburn in which the service is engaged through a PSC with a third party entity. RSA will make the determination if the payment(s) received by the retiree is in violation of the “return to work” provisions of the ERS law. Updates to the forms added item #10 to the PSC and item II.D. to the IC form.



Preferred Vendor Contracts

In a continuation of the strategic sourcing initiative, a Preferred Vendor Contract has been awarded to the following vendor:

Ferguson (Plumbing Supplies) - Beth Owen Contract Manager, ej0001@auburn.edu

HP Preferred Vendor Contract expired 7/31/13 and has been extended as we work on a new, more flexible contract...continue to make desktops and laptop purchases through HP until further notice.

GovConnection - Contract extension in negotiation.

Preferred Vendor Contract Feedback Form

In an effort to provide additional/enhanced communication channels for feedback on the AU Preferred Vendor Contracts, PPS developed and posted on-line the Preferred Vendor Feedback Form. The form provides AU employees with a communication tool to offer their positive and negative feedback on those contracts to us.

The Preferred Vendor Feedback Form is available at:

http://www.auburn.edu/administration/business_office/pdf/preferred-vendor-feedback.pdf

Preferred Vendor Rebate Allocation

The annual allocation of Preferred Vendor Rebates by College or VP unit has been completed. The allocation was done in a lump sum based on rebates received and actual expenditures by major unit. If your College or VP level unit received a rebate allocation, it will be reflected in an appropriate FOAP bearing document # BV000192.


E Travel Voucher System

With the full campus implementation of the eTravel Voucher system, effective 10/1/13 PPS will no longer accept paper travel vouchers unless the reimbursement is included in the exception items that will continue to be processed on paper. The exceptions include:

- General ledger payments
- Moving expense payments
- Non-employee travel payments
- Trips longer than 2 weeks in duration

Thanks to everyone for their assistance and enthusiasm during implementation of the eTravel Voucher system!

Procurement Tip:

Beware of companies  calling to sell you toner! AU has preferred vendor contracts for new and remanufactured toner. AU departments are to purchase toner from the following vendors:

OfficeMax – New toner

GovConnection – New toner as a startup supply when purchasing a new printer

Effective Cartridge Solutions – Refills of existing cartridges/Remanufactured toner.

*****Oce/Canon**– A reminder that our preferred vendor contract with Océ//Canon provides toner free of charge for all Canon copiers acquired through that contract.



Policy Updates/Reminders

OfficeMax Print Program used for fall 2013

With fall semester underway, Procurement and Payment Services reminds campus departments that OfficeMax is now the preferred partner for print on campus. The program, initially rolled out in the spring with the closure of CopyCat, will support all campus print needs. For

information, contact John Corgill at jpc0004@auburn.edu in PPS. Those to contact on the OfficeMax Print and Document Services team are Nick Stabile, Nickstabile@officemax.com, or Keith Gray, Csr1956c@officemax.com.

Microsoft Surface Tablets purchases through GovConnection: In April of this year, we shared information with you on how to order the new Microsoft Surface Tablet computer through Best Buy. This was a short term measure put in place until Surface Tablets could be obtained through an AU contract. We're happy to report that the Microsoft Surface Tablet is now available through our preferred computer peripheral vendor, GovConnection. Therefore, all future orders of that Tablet should be made through GovC using the web portal reflected the PPS Preferred Vendor Contract website.

International FAQ's: At the suggestion of Dr. Henry Fadamiro with the College of Agriculture, several Business Office and Sponsored Programs Offices worked together to compile a list of FAQ's pertaining to the conduct of AU business outside the United States. The FAQ's can be found at the following link:

http://www.auburn.edu/administration/business_office/pdf/international-business_faq/pdf

Submission of Travel Vouchers: By policy, all travel vouchers must be submitted within 30 days of travel.

Did you know?

Account Codes: When to use them.....

Currently there are two software account codes:

71160, "Computer Software Maintenance/Renewal" use this code for payments on annual maintenance agreements.

71170, "Computer Software License Fees" use this code when purchasing any type of software

In addition, there are two account codes in place for the purchase of computer related equipment:

71000, "Non-capital equipment" (equipment purchases less than \$5000)

74080, "Capital equipment" (equipment purchases \$5000 and above)

Use the range of account codes established for computer related expenses (ie...711150, 711160, 711170) to record **cloud computing** related costs since such costs are related generally to computing. If, as the cloud environment matures, the Business Office finds a need to add an additional account code in that range to accommodate some cost not easily captured in the existing account codes, that information will be communicated to campus.

Preparing a Requisition in Admin: Where to go to find Instructions...

At the **Finance Screen** look to your right of that page – Click on **Banner Admin Finance Reference Materials** then **Banner Admin Requisitions**

How to route Contracts and Agreements for PPS's review and approval...

Route contract/agreements as follows:

In electronic format – Email to ppstrct@auburn.edu

In paper format – send to Cynthia Caldwell-Jackson at 311 Ingram Hall



Happenings

PPS would like to congratulate AU OIT for receiving the Sustainability Award – Staff Group Award

AU OIT Building Project



Bliss Bailey, Executive Director OIT, pictured with key staff and the sustainability award.



Staff - Group Award

Bliss Bailey, Executive Director of the Office of Information Technology (OIT), oversaw and led the development of this innovative building, in which occupants have worked collaboratively to drive sustainability design and practice. The OIT building was designed to meet two needs. It provides office space for roughly 120 IT specialists and administrative staff and houses the primary campus data center—the specially designed and constructed room that holds the servers and storage systems used to provide those services.

PPS Preferred Vendor Product Show coming in November!

PPS will host the Fifth Annual Preferred Vendor Show on Friday, November 8th, from 9:00 am to noon in Ballroom A of The Hotel at Auburn University and Dixon Conference Center. The event will showcase all of AU's Preferred Vendor Contract Suppliers, thus allowing attendees an opportunity to speak directly with company representatives, and view new product offerings. The event will include refreshments and door prizes. Please join us for this exciting event!

Closing Notes

Procurement & 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.