In This Issue…

AUBURN UNIVERSITY
Procurement and Business Services

Our Mission

As part of the Auburn University Business Office, **Procurement and Business Services** works as a support function to the University's mission of Instruction, Research, and Outreach.

The primary mission of Procurement and Business Services includes the following responsibilities:

- Value-added services in the procurement of materials, supplies, and services necessary to support Auburn University's programs and activities
- Timely and accurate expenditure of University funds and recording of those expenditures in a manner consistent with University guidelines and other regulations
- Administration of the University's Purchasing Card Program
- Maintain official AU records for all purchase orders, contracts, invoice payment documentation, and provide those documents as needed to internal and external auditors

Did You Know?

Fraud Alerts
If you are called by a salesperson that you are not familiar with and they are requesting your copier/printer machine model numbers so they can send you supplies, do not give them any information because the call could be fraudulent. If you believe the call may be fraudulent, forward the call to PBS or notify PBS by calling 334-844-7771.

Best Practices
Beware of suspicious-sounding sales pitches, offers to send you a free product to "test", or calls from an unknown vendor asking to verify your address.
When contacted by companies claiming you owe money for goods or services you did not order, you should insist on written documentation of the purchase.
Do not provide procurement card information or agree to pay invoices unless you are certain that you ordered the items.
If you receive supplies or bills for services that you did not order, do NOT pay or return the unordered merchandise.

Our Team

Missty Kennedy
Director/Chief
Procurement Officer

Jeff Wooley
Assistant Director
Payment Services

Ginny Yarbrough
Manager
Payment Services

Addison Artman
AP Analyst/
Supplier Portal

Robin Agee
AP Analyst/
Supplier Portal

Emily Farrior
Post Payment
Customer Service

Denise Kimbrough
Post Payment
Customer Service

Lisa Rampy
Manager
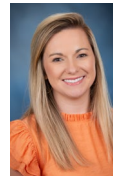Purchasing Card

Debra Bias
AP Analyst- Pcard

Becky Snedigar
AP Analyst- Pcard

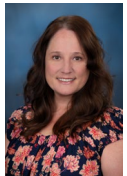**Barbara-Anne Harvill**
Strategic Sourcing
Analyst

Amanda Hallmark
Strategic Sourcing
Analyst

Christalyn Thomas
Strategic Sourcing
Analyst

Matthew Pike
Manager
PBS Solutions &
Operations

Tonya Hollis
Coordinator
Communications &
Systems

Stephanie Hutchinson
Assistant II

John Corgill
Assistant Director
Asset Management

Gavin Yates
Coordinator
Warehouse/
GovDeals

Shane Bearden
Associate
Warehouse/Surplus

Amy Shonesy
Asset Auditor

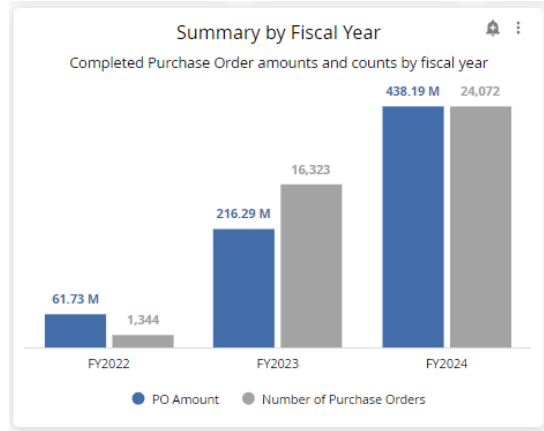**Jennifer Holt**
Asset Auditor/
Vehicle Tags

Jeff Smith
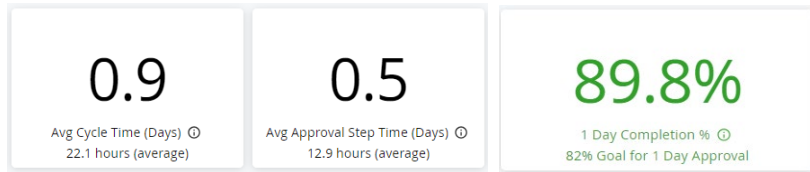Asset Auditor

AUBURN UNIVERSITY
Procurement and Business Services

Yearly Procurement Stats

Year Over Year PO Totals (TigerBuy – Punchout/Non-Catalog Orders)

Cyle Times – FY2024 (TigerBuy)

Summary by Fiscal Year
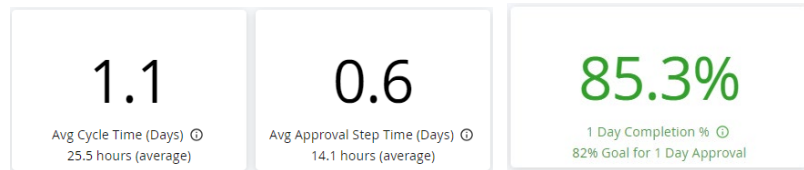Completed Purchase Order amounts and counts by fiscal year

FY2022: 61.73 M, 1,344
FY2023: 216.29 M, 16,323
FY2024: 438.19 M, 24,072

● PO Amount   ● Number of Purchase Orders

Submission → Completion (includes departmental approval)

0.9	0.5	89.8%
Avg Cycle Time (Days) ⓘ	Avg Approval Step Time (Days) ⓘ	1 Day Completion % ⓘ
22.1 hours (average)	12.9 hours (average)	82% Goal for 1 Day Approval

Cycle Times – FY2023 (TigerBuy)

Submission → Completion (includes departmental approval)

1.1	0.6	85.3%
Avg Cycle Time (Days) ⓘ	Avg Approval Step Time (Days) ⓘ	1 Day Completion % ⓘ
25.5 hours (average)	14.1 hours (average)	82% Goal for 1 Day Approval

Bid/RFP Stats (FY2024)
Total Issued Events → 67
Total Awarded Events as of 06/03/2024 → 39

Cycle Times – FY2024 (Creation → Award)
Bid – 30.04 days
RFP – 57.47 days

AUBURN UNIVERSITY
Procurement and Business Services

Procurement Updates/Reminders

PBS Announces Increase in Bid Threshold
Procurement and Business Services is excited to announce that, due to recent changes in Alabama Bid Law, Auburn University's threshold for competitive bids has been increased from $15,000 to $75,000. This change is effective immediately and will greatly alleviate the administrative burden on university stakeholders by avoiding the constraints of the bid process, allowing greater flexibility and user-preference in product selection, and eliminating the requirement of a sole source justification for many requisitions.

How does this change the procurement process?
For acquisitions between $15,000.00 and $74,999.99, purchasers will obtain three quotes for comparable goods or services, issue a requisition in favor of the lowest-cost supplier, and attach the quotes as backup to the requisition. Purchasers can provide a response deadline for each quote, and a supplier's failure to meet that deadline will count toward the quote requirement; please note any such quote requests in the comments section of the requisition. For instances where only one product or service can meet the end-user's need, or where utilizing the low-cost option is not institutionally prudent, the purchaser must provide a Due Diligence Statement in the comments section of the requisition, explaining how the acquisition of the product or service from the selected supplier is in the best interest of the university. Narrative descriptions need not reach the level of detail required for a Sole Source Justification but must include sufficient information for an independent auditor to understand the basis for the purchase. Purchases from preferred vendors, state contracts, eligible cooperative contracts, and Professional Services Contracts will not require multiple quotes or a Due Diligence Statement, regardless of cost.   Please note that the Purchase Order threshold of $5,000.00 remains unchanged, and - in accordance with statutory changes - contracts that are awarded utilizing a sole source justification are now limited to a term of one year. Please contact Procurement and Business Services with any additional questions.

PBS Frequently Asked Questions

How should I use Split Funding on a Requisition?
If split funding a requisition, amounts should be split based on percentages.

If I can find it cheaper than the contracted price, can I purchase it?
These suppliers have been designated as the "Preferred Vendor" for AU for this particular commodity as the result of a competitive bid process. In general, making purchases outside the contract should not be necessary. We understand from time to time there may be a justifiable reason to purchase off contract through a different vendor. Please attach a note of justification to the voucher/purchasing card recon. In some cases, PBS may follow up with you. In other cases, the Preferred Vendor may follow up with you. If you are unsure, please contact PBS.

Preferred Supplier Contracts

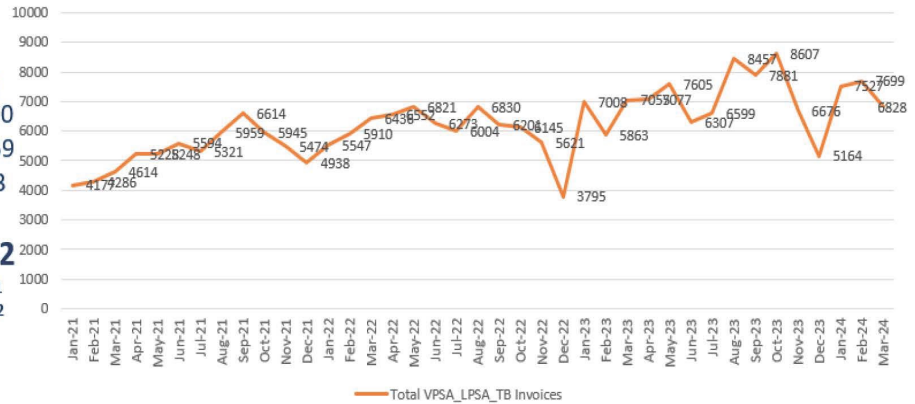|	
B&H	Misc. Cameras & Audiovisual Supplies
Connection	IT Contract
Enterprise / National	Rental Vehicles
FedEx	Shipping Services
Konica Minolta	Copiers
UPS	Shipping Services
Airgas	Compressed Gas
Davis Direct	Stationary Print
The Remi Group	Equipment Maintenance Program
Staples	Office Related Supplies
VWR	Scientific Supplies
Advance Auto Parts	Auto Parts
Cintas	Uniform Rental
Grainger	Maintenance, Repair Operations (MRO)
Lowe's	Building Supplies and Other Products
Mayer	Electrical Supplies
Wise Environmental	Rental of Portable Restroom Trailers
United Rentals	Heavy Equipment

Yearly Payment Stats

Total Voucher Processing

2023 Summary
- eVendor: 30,030
- TigerBuy: 36,959
- eTravel: 22,223

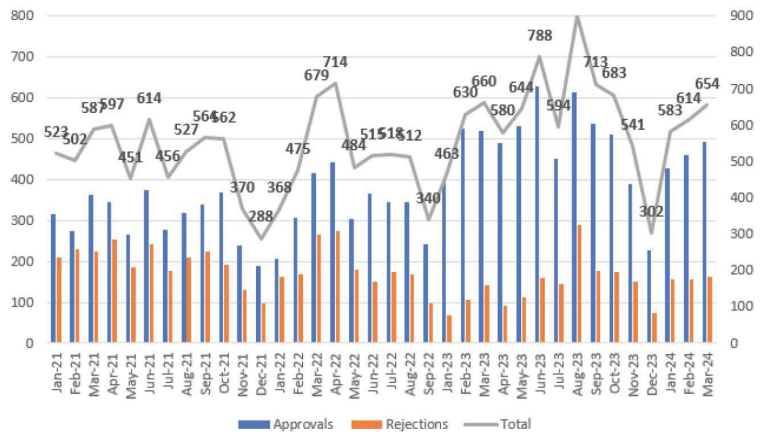**TOTAL: 89,212**
*40% Higher than 2021
* 24% Higher than 2022

Total VPSA_LPSA_TB Invoices

JP Morgan - Sales_Transactions

2023 P-Card Summary
189k Transactions
$88m in Sales

AU PCard Net Sales · SUA Net Sales · AUM PCard Net Sales
AU Pcard Transactions · SUA Transactions · AUM PCard Transactions

Total Registrations

TigerBuy Supplier Registrations
2023 Approvals: 5,463
Average Approval: 1.51 Days
Return Rate: 31%

Approvals · Rejections · Total

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Payment Updates/Reminders

Can University funds be used for a business meal?

From an IRS perspective, for meals and entertainment to qualify as a business expense, they must be ordinary and necessary and not lavish and/or extravagant and must be directly related to or associated with the University's mission. An AU employee must be present at the meal/event for it to meet the IRS business expense regulations. Because the IRS imposes strict substantiation/documentation requirements on such expenditures, the University must be able to provide the following documentation on such expenses:

- Amount
- Date, time, and place
- Business purpose served by the expenditure
- Business relationship to the University of each person in attendance
- Full agenda which includes time and location of the meeting

The meal must be incidental to the meeting (example: A business meeting that must continue through lunch). In other words, the meal cannot be the main point of the meeting.

Can University funds be used for guest meals?

Guest meals are defined as those meals provided during the course of AU business when at least one non-AU employee is present. There must be a documented business purpose (must meet IRS ordinary and necessary criteria) and need for business to extend into a traditional meal time period. The cost of the meal must be reasonable, not lavish or extravagant, and the number of AU employees present to entertain the guest should be kept to a minimum. The expenses for spouses in attendance and/or alcohol served cannot be charged to University funds. Documentation requesting payment/reimbursement of guest meals must include all of the following:

- Guest list of all in attendance that denotes each participant's association with AU
- Itemized bill(credit card receipt only will not be sufficient)
- Detailed statement of the business purpose
- Full agenda which includes time of the meeting

At what rate is an employee reimbursed for Out-of-State Travel?

Overnight travel while out of state while on official University business will be reimbursed as follows:

- Meals and Incidental Expenses (M&IE): Overnight travel within the continental United States ("CONUS") outside of the state of Alabama will be reimbursed using a daily per diem for meals and incidental expenses (M&IE) based on the travel destination. M&IE reimbursed amounts will correspond with the U.S. General Services Administration (GSA) established rate for the travel destination (GSA website: https://www.gsa.gov/travel/plan-book/per-diem-rates). Per diem is a flat-rate allowance intended to cover costs for meals and incidental expenses.

A traveler will not be required to submit receipts when being reimbursed at GSA rates, nor will they be able to claim any extra expenses for those items intended to be covered by the M&IE rate.

- o Taxes and gratuity (tips) are included in the M&IE rate. A gratuity of 15%-20% is the generally suggested amount.
- o Incidental Expenses are described as fees and tips given to porters, baggage carriers, hotel staff, and staff on ships (Federal Travel Regulation Chapter 300, Part 300-3)
- o On the first and last travel day, travelers are entitled to per diem for M&IE at a rate of seventy-five percent (75%) of the total rate for the travel destination.
- o The GSA provides separate amounts for breakfast, lunch, dinner, and incidentals for the daily per diem. If a traveler's trip includes meals that are already paid for by the University or by a third party (such as through a registration fee for a conference), the traveler should use the GSA meal amounts to deduct those meals from the per diem reimbursement request.
- o Meals while on travel status are not allowed on the PCard.

- Travel Related Expenses (other than meals and incidental expenses): Overnight travel within the continental United States ("CONUS") will be reimbursed at actual amounts. Lodging is reimbursed at the actual single room rate, and itemized receipts are required.

If you elect to claim less than the established GSA rates, please note that on your reimbursement request.
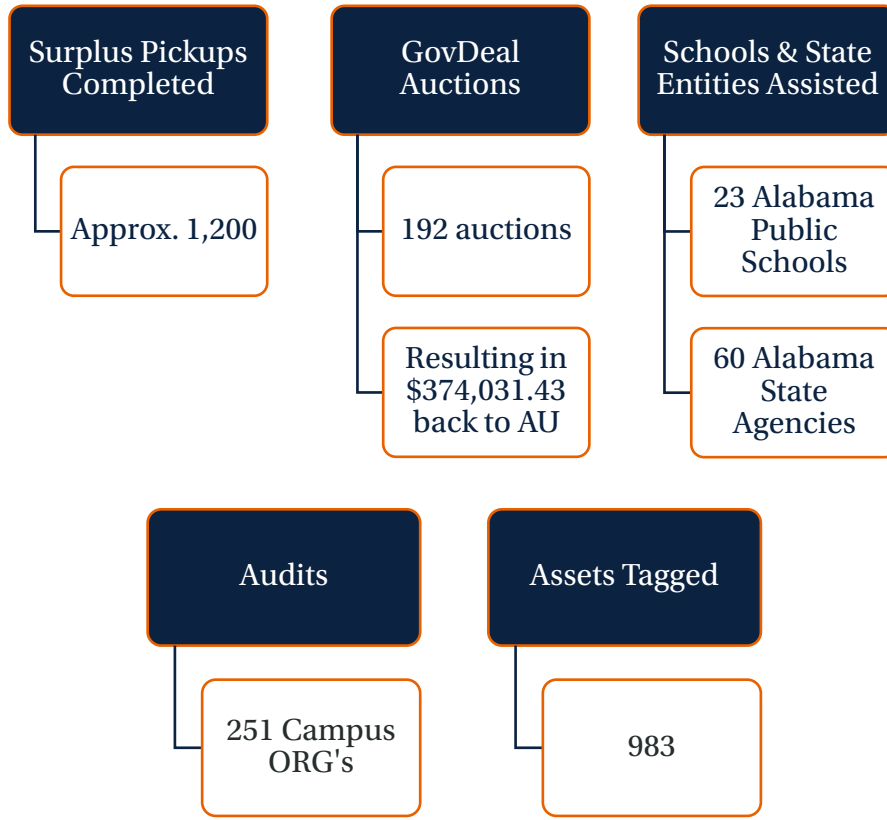
How are prospective employee travel costs reimbursed?
Prospective employees are reimbursed for travel expenses only when on official employment interviews. With the payment request (one-time payment through eVendor Voucher), the prospective employee must proved a signed, itemized statement of actual expenses and provide receipts for all requested reimbursement expenses (Account Code 70265). Prospective employees are not provided GSA meal rates.

Prospective employees may not be paid honorariums. It is the option of the Dean/Director and Department Head to reimburse travel expenses for the spouse of the prospective employee. At the discretion of the Department Head, department may elect to have lodging charges only incurred at the Hotel at Auburn University paid by the department using the AU Purchasing Card. This exception applies to only those lodging charges incurred at the AU-owned Hotel and only if paid via the Purchasing Card.

Yearly Asset Management Stats

Surplus Pickups Completed

Approx. 1,200

GovDeal Auctions

192 auctions

Resulting in $374,031.43 back to AU

Schools & State Entities Assisted

23 Alabama Public Schools

60 Alabama State Agencies

Audits

251 Campus ORG's

Assets Tagged

983

Asset Management Updates/Reminders

As of Spring 2024, Surplus Property and Property Services merged to form a unified department, which will not operate under the name "Asset Management". This merger aims to streamline our operations, enhance efficiency, and better serve the needs of our campus community.

As a result of this merger, all future inquiries, requests, and transactions related to surplus items, asset tagging/auditing, and related services should be directed to Asset Management. We believe this consolidation will bring about numerous benefits, including improved resource allocations and a more cohesive approach to the management and disposition of our valuable assets.

Asset Management is located at 1415 Pumphrey Avenue, Auburn, AL 36849. Office hours are 7:45am-4:45pm Monday-Friday.

AUBURN UNIVERSITY
Procurement and Business Services

TigerBuy

TigerBuy Updates: What's New?

Learn about the latest features and improvements of our eProcurement system!

We hope you are enjoying the convenience and efficiency of TigerBuy; the one-stop shop for all your purchasing needs. We are always working hard to make TigerBuy better and more user-friendly, and we are excited to share with you some of the latest updates and enhancements that have been implemented. Here are some of the highlights:

- Checkout Validation for Orders: Have you ever tried to place an order with a punchout supplier and received an auto-return message that says, *"This order was returned due to one of the following: Order is with a punchout supplier and is missing PCARD information in the billing section. Please add PCARD details and resubmit the order; OR Order is not with a punchout supplier and PCARD information is present in the billing section. Please remove PCARD details and resubmit the order."?* Well, we have good news for you: that auto-return step is gone! Now, when ordering from a punchout supplier, TigerBuy will automatically display an error message informing you that a PCARD is required to check out. If everything is OK, you can proceed with your order without any hassle. Additionally, orders not with punchout suppliers will display an error message if the PCARD is present on the order and you will be able to remove it. No more guessing and frustration! No more checking the history of the document to see why it was returned!

- Pay multiple times on one PO: Do you need to make more than one payment on the same PO? You can use the declining PO function in TigerBuy to select if the invoice you are sending is part of several payments or a single PO payment. **When this field is set to "TRUE", it means that you will pay multiple times. When it is set to "FALSE", it means that your invoice is the only or the last payment for the PO.**

- TigerBuy Training moves to a one-day session: We know you are busy and have a lot on your plate, so we have redesigned our TigerBuy training to make it more concise and efficient. Instead of two half-day sessions, we now offer a one-day session that covers all the essential topics and skills you need to use TigerBuy effectively. You will learn how to create and manage Requisitions, Invoices, Approvals, and more. You will also get hands-on practice and feedback from our trainers. The one-day session will be offered every month beginning in June, and you can register through **ElevatED** for the next available session.

We hope you find these updates useful and enjoyable. We are always looking for your feedback and suggestions to make TigerBuy better for you. Please feel free to contact us at **tigerbuy@auburn.edu** if you have any questions or comments. Thank you for using TigerBuy and happy shopping!

FAQ

What happens to orders/invoices when an employee leaves?
If an employee who created or approved a requisition or invoice leaves the university, their orders will not be affected. However, needing to make changes or cancel an order, will require you to reach out to your assigned Sourcing Analyst or PBS Solutions & Operations (Matthew Pike, **pikemat@auburn.edu,** or Tonya Hollis, **tah0026@auburn.edu**) for assistance. In most cases, a PO that has been issued by an employee no longer with AU will need to be cancelled and reissued with a new PO number.

Can my requisition/invoice be returned?
Yes, your requisition or invoice can be returned by the approver or the TigerBuy Administrator for various reasons, such as missing information, incorrect budget, or the need to edit. If your requisition or invoice is returned, you will receive an email notification with the reason for the return and instructions on how to resubmit it. You can also check the status of your orders using the My Requisitions or My Invoices links found on the shopping homepage.

Can I mix fixed and non-fixed asset account types in TigerBuy?
No; purchase orders cannot mix account types of fixed and non-fixed assets. Banner does not allow the posting of documents using fixed and non-fixed account types. Fixed assets are items that have a useful life of more than one year and a value of $5,000 or more, such as equipment, furniture, or software. Non-fixed assets are items that do not meet these criteria, such as supplies, materials, or services. If you need to order both fixed and non-fixed assets, please create separate requisitions for each account type and submit for processing within TigerBuy. This also includes updating a PO from one account type to another. If a scenario arises where a change must be made, please contact Procurement & Business Services to discuss.

How do I add a person to the approval queue in TigerBuy?
This can be done through the Administrative Security Request Form found on the Employee Tab of Banner Self Service. Please include the required signature approval form for all approval requests.

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