

**Purchasing Forum**  
**February 16, 2010**

**Purchasing Department Reorganization** – Angela White moved to BPC Staff. Requisitions between \$2,000 - \$10,000 and Private Funded Purchase Orders now handled by Bruce Townzen (in his absence Janie Meeker). Change Orders, Cancels, Emergencies and New Vendors now handled by Janie Meeker (in her absence Bruce Townzen).

**HP Computers** – Imaging charge is separate charge from HP. For requisitions add a separate line for this charge in case they submit 2 separate invoices. For BPC may appear on 2 statements.

**Perpetual Renewals** – If you have any type of agreement or software license that indicates perpetual renewals, in order to cancel you must provide written notice by the timeline called out in the agreement/license.

**Conference Registrations** – For both requisitions and BPC transactions, Purchasing needs a copy of an itinerary/program-at-a-glance/schedule that shows what you are getting for the money.

**Staples Office Supplies** – Addendum 6, regarding freight, attached as handout.

**Copiers** – Corrected invoices are due and Steve Scanlon will be reviewing

**BPC – P Card** –

- Annual Knowledge Validation
- Service/Maintenance Agreements and software licensing (not SHI), paperwork needs to come to Purchasing for review/approval if a signature from KUMC is required.
- HP quotes – if the charges are split and hit different statements, then a copy of the quote is required for each transaction.
- Sign up to the bank's website [www.commercialcardcenter.com](http://www.commercialcardcenter.com) and indicate **Delivery Method** as Paper & Electronic Notification. You must provide your email address.
- **Combining Items in Peoplesoft** – This will be an experiment for both you and the Purchasing staff. If all goes well, it will continue. If it causes issues and additional oversight and corrections, then it may be discontinued. Effective Monday, February 22, 2010. Items grouped ***MUST*** have the same account code in order to be combined or grouped together. Accounts codes depend on how the item will be used or the function of the item.
  - ❖ Unit of Measure with grouping should be LOT.
  - ❖ FedEx/UPS Tracking number must be in comments
  - ❖ Credit against a grouped item, must indicate in comments what item is returned and the line number from the receipt
  - ❖ If buying for First Aid Kit, must indicate in the comments and account code is 3990
  - ❖ Books less than \$500 each are coded 3690 not 4119
  - ❖ Tax must be a separate line and coded 3999
  - ❖ Procedure and training manuals will be updated

**ADDENDUM**

February 9, 2010

Addendum Number: 6  
 Contract Number: 10583  
 PR Number: 014755  
 Procurement Officer: Connie Schuessler  
 Telephone: 785-296-1171  
 E-Mail Address: [connie.schuessler@da.ks.gov](mailto:connie.schuessler@da.ks.gov)  
 Item: OFFICE SUPPLIES  
 Agency: Statewide  
 Period of Contract: January 1, 2010 through December 31, 2010  
 Contractor: Staples Contract & Commercial, Inc. dba Staples Advantage  
 FEIN 04-3390816

Internet E-Way Help Desk  
 Phone: 800-888-8709 Ext. 2250  
 E-Mail: [KCEway-Help@cexp.com](mailto:KCEway-Help@cexp.com)

Sales:  
 Tracy May, Account Manager  
 Phone: 816-504-2186  
 E-Mail: [tracy.may@staples.com](mailto:tracy.may@staples.com)

Customer Care – Kansas City  
 Phone: 888-CE.TODAY (888-238-6329)  
 Fax: 816-921-0280

Ken Perdue, Regional Environmental  
 Initiative Manager and State Account  
 Manager  
 Phone: 816-728-0315  
 E-Mail: [ken.perdue@staples.com](mailto:ken.perdue@staples.com)

**Conditions:**

Freight is added to furniture items that are not in-stock items. E-way can be used to determine which items are stocked in the warehouse. Use the following as a guide to determine whether freight is added. All instances are standard box delivery with no set-up or assembly.

x number are currently available. Ships in 1 business day	In-Stock, No Freight
TBD (applies to Staples-branded item shipped from KC fulfillment center)	No Freight
Full qty is not available; item ships within 7 business days	Freight applies based on destination
This item shipped directly from manufacturer	Freight applies based on destination

The 1<sup>st</sup> Quarter Pricing File with updated 2010 core list is now posted. Core List Pricing effective February 2. Catalog File Pricing effective January 25, 2010. To view the pricing files, go to:  
<http://www.da.ks.gov/purch/adds/procurementcontracts.htm>

The above referenced addendum was recently posted to the Division of Purchases internet website. The document can be downloaded by following the instructions shown below:  
<http://da.state.ks.us/purch/contracts/ContractData/10583.doc>

## Procedure for using BPC card for Conference Registrations

Even though you have been given Conference Registration on your BPC, NOT ALL Conferences Registrations are allowed. You can NOT use your BPC to register if you will be paying another State Agency. If your registration includes a membership or hotel accommodations, etc., prior approval from Purchasing is required. No separate dinners, parties or tours can be paid for with the BPC.

1. Determine if you have all the necessary information
  - a. Name of conference
  - b. Dates of conference
  - c. Location of conference
  - d. Names of attendees
  - e. Which meals are included if any
2. Pay registration with BPC card
3. Make appropriate entry in BPC log in PeopleSoft
  - a. All of the information in item 1 above must be entered in the comment section of the BPC log entry.
  - b. Object codes to be used with conference registrations are:
    - i. In-State – 2591
    - ii. Out-of-State – 2592
    - iii. International – 2593 (See below for additional information)
4. Enter a Travel Request in the PeopleSoft travel module
5. On the Seminar panel, in the Travel module, Select the BPC radio button and then enter the BPC transaction ID in the BPC Id: field. (See screen shot below).
6. *If this is a local registration and no other travel involved such as meals, lodging, mileage, etc. then you do not need to fill out a travel request. However, you will still need to provide all of the information in item 1 above in your BPC log.*

**NOTE:** The registration form that includes the cost of the conference, a confirmation of payment from the vendor (e-mail or internet is acceptable) and an itinerary/program-at-a-glance/schedule that shows what you got for your money, etc., needs to be sent down with your BPC log and receipts. All 3 (Registration, Confirmation & Itinerary) are required documentation for a registration. Please include your travel ID number and your BPC transaction number on this documentation.

## International Conference Registrations

You may use the card for international conference registrations in Canada and the UK without any special prior approval. Conference registrations in any other international country MUST have prior approval before using the BPC card.

To receive prior approval for international conferences that are NOT in Canada or the UK please follow the steps below.

1. Provide the following information to Deborah Alspaugh via e-mail ([dalspaug@kumc.edu](mailto:dalspaug@kumc.edu))
  - a. Name of the conference
  - b. Name of the vendor
  - c. Address of vendor
  - d. Total dollar amount to be charged

2. **Wait** until you receive notification from Deborah Alspaugh that your proposed international transaction **has been approved** by Topeka.
3. Once you have received notification from Deborah Alspaugh that your proposed international transaction **has been approved**. Follow the procedure at the top of this page.

KU Travel - Use - Travel Expense - Seminar

File Edit View Go Favorites Use Report Help

Header 1 | Header 2 | Funding | **Basic Seminar Info** | Distribution

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**KU Travel Seminar**

KUMED Travel ID: 00000006 Date Entered: 02/20/2006

Entered By: Stubblefield, Keith Dennis Traveler: 0000000015  
Paul J. Mathews

Overall Date From: 02/13/2006 1:00AM Overall Date Thru: 02/21/2006 11:59PM

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Start Date:  Amount:   Re-Imburse Employee

End Date:   Use Split Funding  Private Source

Paid by PO  
 Paid by BPC

BPC Id:

Seminar Name:

City:  Country: USA State:

Seminar Description or Purpose:

Item: SEMINAR Account:

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FINTRN Basic Seminar Info Update/Display

Purchasing Forum, Feb. 16, 2010, Q & A's

Q: Is the HP imaging charge a contract error?

A: The HP contract is a statewide contract, and the KUMC IT Department used that contract to negotiate low pricing for the campus. Imaging is a KUMC requirement decided by our IT department. It was not addressed in the statewide contract.

Q: Regarding conference registrations, should departments fax down the conference agenda before the requisition is approved?

A: Yes, Purchasing needs to see that before approving the req. to make sure only appropriate things are being paid for with State funds. Please refer to handout for guidelines.

Q: We are having multiple copier problems, what should we do?

A: Call the Oce number provided on the copier every time there is a problem so the problem is on record and documented. If it appears the problem may be a network problem, call Jeff Thomas at KUMC. Keep a log of your service calls and the time the Oce service representative arrives. The service rep. should arrive within 4 hours after receiving the call. If your having problems, call Steve Scanlon or Peggy Davis in the Purchasing Dept. Invoices need to be reviewed by Steve Scanlon before being paid.

Q: Do we have to do monthly meter readings on the copiers?

A: No, KUMC is paying annually. Annual payments receive a discount and allow flexibility regarding excess copies. They are averaged out over the year.

Q: What if Oce can't provide the service needed?

A: If Oce does not take care of the problem, call Steve Scanlon or Peggy Davis. Remember to call Oce every time there is a problem and keep a log of the calls.

Q: Once the Oce invoices are validated, will Steve Scanlon send it back and give the OK to pay?

A: Yes, he will notify you that the invoice is correct and you can then pay Oce with your BPC card.

Q: What if a department runs out of State funds before receiving a correct Oce invoice?

A: That could be a problem. We've told Oce to get the corrected invoices here quickly.

Q: Are we going to get color copiers?

A: The color copiers have been awarded, and are out on the Copier contract (12156). They have a separate pricing link to look at. Of course, they are more expensive, and should only be obtained if absolutely needed. We will need to know *why* you need one.

**The following Q&A's are related to BPC use;**

Q: Regarding combining items on BPC transactions, does it apply to Staples?

A: Yes. Remember items are coded according to how they will be used and we must have an itemized receipt. Batteries used in the office may be coded 3710 and may be grouped with other office supply items coded 3710.

Q: How about cups and paper plates, can they be coded as office supply items?

A: No, they still need to be coded as a household item, 3920. They're not considered to be something typically in an office.

Q: Can we group software purchases as a group?

A: It's still recommended to use a separate line for each software purchase, due to software compliance information needed.

Q: Does speedtype matter when grouping items?

A: No, it's based on the account code, not speedtype.

Q: Regarding purchases for replenishing first aid kits, is it OK for laboratories to buy bandages?

A: Yes, that would be considered an appropriate purchase for labs.

Q: Is it OK to combine shipping charges with items?

A: Yes, that's allowed. We will see the shipping charge on the itemized receipts you send down. Shipping is considered part of the total cost of the items.

Q: Is it OK to combine the Administrative Fee from DBI with the items?

A: You may combine that fee with the items on BPC transactions. We will see on the receipt sent down.

Q: If we combine items on BPC transactions, how can we track purchases from specific vendors needed for reporting?

A: You should be able to do queries to get that information. It may be a training issue in the department, so that all employees enter the vendor's name the same way each time so the report pulls up all the information.

Q: Will SHI be dropping the fee they charge to use the BPC?

A: Not likely. The State says SHI is charging such low pricing that they can't afford to absorb the fee the bank charges them to accept BPC payment.

Q: What purchases are not allowed on the BPC?

A: That is covered in BPC training, and a list is in the BPC manual out on the website.

Q: Will there be a class offered for BPC other than PeopleSoft?

A: Purchasing Forums are held for that reason. If you have questions, call the Purchasing Department.

Q: Regarding combining items, does tax still need to be a separate line and coded 3999?

A: Yes, tax cannot be combined with other items.

Q: Can FedEx charge tax for items picked up out of state?

A: You shouldn't be paying tax for FedEx shipments. That is under a statewide contract. If you're using FedEx-Kinko for printing and pick up items out of state (ie. Missouri) there may be tax. We have a tax exempt certificate from MO. but a vendor doesn't have to honor it. By the way, there is only one department at KUMC that has been granted permission to use FedEx-Kinko for print jobs. Other departments should be using KUMC printing services unless Matt Doughty gives you permission to use an outside source.

Q: Should we use in-house printing when paying with Grant funds?

A: Yes, you should use KUMC services first.

Q: Do we still need to notify Purchasing about Pay Pal use?

A: Yes, this is to protect you from fraud.

Q: When combining items on BPC, should the unit of measure be Lot?

A: Yes, use Lot, not Each.

Q: How do we combine items with using different speedtypes?

A: Enter a different line for each speedtype.

Q: What is the account code used when buying a computer system?

A: If the computer system is over \$500.00, code it 4139. The total system price is used to determine the code. If you're just purchasing 2 monitors each priced under \$500.00 the code would be 3720.

Q: What would the HP imaging charge be coded if it's on a separate invoice?

A: Code it the same as you coded the original system. If the original system was coded 4139, the imaging charge for that system would be coded 4139.

**Q: Does the credit card company monitor for frequent use of a card number?**

**A: Yes, they have software that does that. The maximum number of transactions allowed per day for a BPC card is 10.**

**Q: If we make more than 10 transactions in one day, can we get approval from Deborah in Purchasing?**

**A: That decision is the bank's to make. They generally will say no.**