

Purchasing Forum June 11, 2008

The KUMED Purchasing website is located at:

<http://www2.kumc.edu/finance/purchasing/>

CLOSE OF FISCAL YEAR

An email was sent out from Dan Arbuckle on May 7 with a word attachment that was a memorandum from Robert Weseloh, Controller and Peggy Davis, Purchasing Director outlining the **Closing Procedures for the Fiscal Year Ending June 30, 2008**. The specific dates to remember for Purchasing are outlined below:

1. **Requisitions:** Cut off for data entry of routine requisitions into PeopleSoft will be **Wednesday, June 25, 2008, at noon**. Any requisition that is **recycled** must be corrected and Purchasing notified of the correction by **June 26, 2008, at noon**, or it will be canceled. All routine requisitions entered into the system the afternoon of June 25th through June 30th will be canceled. **Emergency orders** will be accepted into the system through **noon, June 30, 2008**. All emergency orders require the Prior Authorization Form and approval by Purchasing. Any emergency orders submitted without the required form will not be processed.
2. **Change Orders:** Cut off for any change orders is **June 26, 2008**. **No changes** will occur to purchase orders after this date. If you face an encumbrance shortfall after this deadline, you will be required to utilize private funds to satisfy payments. Please remember to verify all open orders to determine if freight charges, hazardous charges, etc. should have been included on the purchase order. If they should be included, and were not, this additional charge requires a change order.
3. **Business Procurement Card:** If you are using a business procurement card, you may continue to use your card after the requisition cut off date. However, the Transaction Log will be unavailable to you after **June 25, 2008, at noon**. All transactions entered after this date will be charged to Fiscal Year 2009 funds. The log will once again be available to you for making entries July 1, 2008.
4. **Receiving** in PeopleSoft may continue through the close of year.

FY09 Requisitions may be entered in PeopleSoft **starting July 1, 2008**.

To see the entire memorandum, please visit the Purchasing Website.

OFFICIAL HOSPITALITY

The allowable rate for reimbursement of official hospitality changed effective April 16, 2008. It will only be reimbursed at the current subsistence meal rate for state employees (FY08 rates are Breakfast \$8.00, Lunch \$9.00, and Dinner \$17.00). No alcohol or tax on alcohol will be allowed. This may be found in the Purchasing Procedure Manual located on the Purchasing website.

BPC PAPERWORK

Please send all paperwork regarding Business Procurement Card (BPC) to Purchasing not Accounts Payable. Accounts Payable is not involved with BPC transactions.

CARTRIDGEKINGKS.COM

When ordering cartridges on-line direct from Cartridge King at cartridgekingks.com and using a credit card, the credit card is processed through paypal which is not allowed, unless you have prior approval from the Director of Purchasing.

TONER SCAMS

Just a reminder to be alert for telephone solicitors offering any type of toner at a special price as these are scams.

PURCHASE ORDER CHANGE REQUESTS

When sending your email requesting that a purchase order be changed, please remember to provide the purchase order number and the name of the vendor plus the reason for the change.

W9 REQUESTS

If you have obtained a W9 from a vendor that you need added into Peoplesoft, please remember that we need an email from you and the W9 before we will add the vendor. We receive unsolicited W9s from our website so we require both before we add them.

COPIERS FROM STATE CONTRACT

The statewide contract (#02523) for photocopiers is with Century United and is in effect until August 31, **2009**.

METER READINGS - You **MUST** do a meter reading on your machine anytime from now until June 30. This will be your final meter reading for this fiscal year. If you have overages that you will be billed for, those charges will be on your annual billing for **FY09** which will be received and payment will be due in July 2008. The information you will need to submit your meter reading is:

Your Equipment ID # (this number usually starts with an S followed by 4 numbers, i.e. S9876)
Contact Name and Phone Number
Date of Meter Reading
Meter Reading

There are several methods you may use to provide your meter reading to Century United. You can submit on their website: www.centuryunited.com or by email to sweick@centuryunited.com or by fax to 785-267-4787. For questions with Century regarding your meter reading you may contact Susie Weick at 785-267-4555.

All invoices for copiers for KUMC are to be sent to Purchasing. This is because KUMC issues a new purchase order number each year and Century will invoice us prior to you receiving the new number. If you happen to receive an original invoice from Century United, please forward to Purchasing, Mailstop 2034. If your copier is being funded with private funds or Research Institute funds, the invoice will be sent to you for immediate payment.

ENTERING YOUR REQUISITION IN PEOPLESOFT, for business unit KUMED, should be done between July 1 and July 14. You may not enter your requisition prior to July 1. Each copier should have a separate requisition. All requisitions should be 1 line for the total annual charge. (Annual charge should be the same as last fiscal year.) Please reference contract #02523 in the appropriate location and the account code will be 2310. In the comments you must include the following:

Your FY08 PO number, Equipment ID#, Serial #, Exact Location of copier, Contact Name and Contact Phone Number.

All the copier groups have lower benchmarks for copies allowed within your rental charge so this year you may have excess copies on your annual invoice. Since all invoices are to go to Purchasing, IF your copier has overage charges, Purchasing will add that line and the appropriate charge to your requisition using the same speedtype. Purchasing will also receive the lines in Peoplesoft.

If you have any questions regarding your copier, you may contact Angela White in Purchasing at Ext. 81117.

COMPUTERS

Information Resources has standardized computers to Dell. That includes laptops and notebooks. The only exception at this time is for tablets. If you require something other than the standardized items, please obtain written approval from Jeff Thomas or Matthew Fuoco prior to submitting to Purchasing. Also, make sure that the quote you obtain is from the KU Premier Store and not just the Dell website. Fax your quote, with the requisition or BPC number on it, to Purchasing (X81102).

WHEN VENDORS REQUIRE A SIGNATURE

Anytime a vendor requires a signature, please fax that document to Purchasing for review (fax X81102) prior to signing or obligating the university.

CORPORATE EXPRESS

Remember all orders to Corporate Express are to be placed via EWay and use the BPC for payment. There are still some outstanding invoices and credits that we are working on to get the account cleared. Representatives from Corporate Express:

Ken Perdue, Division Sales Manager
Tracy May, Account Manager
Jane McNett, Account Implementation Manager

PARTICIPANT QUESTIONS FROM PURCHASING FORUM 6/11/08

- **If I place an advertisement for June, July and August, and I get invoiced for July and August now, can I go ahead and pay for them?**

For Ads placed now that won't run until July or August, go ahead and encumber the money now. If the Ads don't run until July or August, you should cancel that on the FY08 PO and reenter a new requisition after July 1 to pay for July and August.

- **If you have encumbered money for Fed Ex now to cover the last week of June, and don't use it all, what needs to be done?**

In July, after you know no more Fed Ex bills from June are out there, send a request to Accounts Payable to finalize the PO. You can always use the BPC card, and you won't lose any money.

- **If you fail to get money encumbered to cover all June expenses, what are the options?**

Peggy Davis encumbers some money in an assistance fund to pay those bills. There is a 25% charge for this service. If you find yourself in that situation, contact Peggy with the details.

- **What is the last day you can cancel or finalize a PO to return money back to a fund?**

June 26th is the cutoff date for PO changes or cancellations. Remember to request a change order for needed freight, etc. by June 26th.

- **Does Purchasing prefer us to use the on-line form for PO cancellations, or send a direct e-mail with the PO change or cancel request?**

Purchasing will take either the on-line form or a direct e-mail. AP likes the on-line form.

- **How much will the copier rental be this year?**

It will be the same as last year. You will need to tell us your last year's (FY08) PO number. If you don't know that, we have it on a spread sheet and can find it for you. We will need to know your copier ID # or serial number.

- **If we used private funds to pay for the copier last year, can we use state money to pay for it this year?**

Yes, if it's a copier from the state contract. You will need to tell us the copier ID number and serial number, and that you paid with private funds last time.

- **If we aren't happy with the copier we have, what are the options?**

You can, 1 – Put up with it until the current contract expires the end of August 2009. 2 – If you have had a lot of service calls, let Peggy Davis know about it. Give her the copier ID # and serial number and details about the problems you're having. If Century United agrees that it's warranted, they will replace the copier with a used model close to the one you have now to get you through the contract period, without any charge. 3 – If you want to upgrade, let Peggy know (by e-mail) and she will see if Century United will upgrade. There is no guarantee about this.

- **If you have 2 copiers, can you turn in one of them for this fiscal year?**
 You could turn it in, but you will still be charged through August 2009 anyway. If you want to turn one in, send Peggy Davis an e-mail requesting that, and she will see if we can. Again, there is no guarantee. We have reached our limit of returns, so chances are not good that we can turn one in. The only way we can return a copier is if a department no longer exists, or a department has no more budget.
- **Would it be possible on the E-way Ship & Bill screen to have a place to enter your BPC transaction # so it shows on the label?**
 You can put the BPC transaction # (or anything) in the same box where you put your Quick-Card number. Put it after your Quick-Card number. It will show up on the label and on the statement.
- **In the return process with Corporate Express, why is it that we have to call to get a credit memo?**
 That should not be the case. When you do an on-line return, call Tracy May and let her know you are doing one. Her direct number is 816-504-2186. You should get a packing slip referencing the credit memo. According to Tracy, you should not have to call to get your credit invoice. She will look into this process.
- **Can you clarify the \$10,000.00 spending limit and contracts?**
 If you are buying from an established contract, spending over \$10,000.00 is OK. The \$10,000.00 limit is based on a department's needs. Except when it relates to paying for Speaker Services. If you will be paying a person over \$10,000.00 in a year for speaker services, it needs to be on a contract cover sheet.
- **Faxes sent to Purchasing seem to get lost many times. What do we need to put on faxes when we send them?**
 Please put the Requisition number or BPC transaction number on the fax to make sure it gets to the correct person. If you are sending something for approval, be sure to put your name on the fax so we know who to contact.