



Procurement and Payment Services Newsletter

Welcome to the first edition of the Procurement and Payment Services newsletter, the brainchild of Burnette Tolbert. We hope that this newsletter will serve as an informational tool and be a great form of communication for our customers.



NEW CONTRACTS

Procurement and Payment Services has negotiated and established several new campuswide contracts.

Contracts have been awarded to the following vendors:

- **OfficeMax** – Office Related Products, including paper, new and remanufactured toner, and office supplies
Note: The toner will not be available to order off this contract until November 1st. All new and remanufactured toner should be purchased from GovConnection until November 1st.
- **GovConnection** – IT Peripherals
- **Dell Computers** – Newly negotiated greater discounts for desktops and laptops
- **Enterprise/National Car Rental** – Local, Domestic, and International Vehicle Rental
- **Cartridge Solutions** – Refilled Toner/Ink Cartridges
- **Airgas** – Compressed Gases
- **Verizon Wireless**

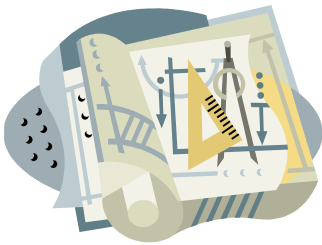
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Our staff would like to thank AU departments for a very successful transition to these new contracts. Without everyone's help and patience, the implementation would not have been as successful.



What's and Who's New in PPS

- In December 2008, we added two new Buyers, **Frank Tew** and **Beth Owen**, to our staff.
Frank Tew brings with him over 20 years of buying/purchasing experience. Frank has his C.P.M., and came to Auburn from Faulk Industries.
Beth Owen also brings a wealth of experience to our buying staff, from both the procurement and payment areas. Beth was previously employed by EFB Power where she was responsible for Accounting duties.
- **Bids** are now sent electronically to our registered vendors. Special thanks to **Scott Tisdale** with the Information Support Systems department within the Business Office for designing the new bid module program. We are very excited about this enhanced service to our vendors.
- **On September 16th**, PPS will be hosting our first **Preferred Vendor Product Show** to be held at the AU Hotel and Dixon Conference Center, Ballroom A from 9:00-12:00. This show will feature all of our preferred contract vendors. All AU employees are encouraged to attend this event.



Coming Soon

- **Fiscal Year End – Important Dates**
 To insure processing before the September 30 fiscal year end close:
 - *Purchase Requisitions for items that do not require bidding must be received by Friday, September 18.
 - * Purchasing Card Recons must be received by Tuesday, September 22.
 - * Travel and Vendor Vouchers must be received by Friday, September 25.
 - * Purchase Change Orders must be received by Friday, September 25.

Note: Any documents received after the dates specified above will be processed as time permits.

- **Delta Contract** – Discounted pricing for university travelers
- **RFP's** are currently out to bid for Scientific Supplies and a Travel On-line Booking Tool
- **Electronic PO's** will soon be available to our vendors

Closing Notes:

Your Procurement and Payment Services Staff is here to help, please contact us if you are unsure about the correct procedure to follow when making a purchase/payment decision. We will be happy to work with you in person (your office or ours) or over the phone. A complete list of PPS employees by area of responsibility is available at www.auburn.edu/administration/business_office/pps/.

Again, thank you all for a very successful year. We hope this newsletter will become a great way of communicating with all AU departments, our customers. Please let us know if there is anything we can do to make the procurement and payment process easier for you. Also, please let us know if there is something you would like to see in future newsletters that would help you.

Thanks and War Eagle!
Procurement and Payment Services