



Procurement and Payment Services Newsletter
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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.



Who's New...

- PPS welcomes to our staff, **Courtney Raville, Tonya Hollis, and Debbie Fancher.** Courtney joins Tyler Adams as a Contract Officer. Tonya is located at the front desk on the 3rd floor of Ingram Hall. Debbie joins our Payment staff as the primary auditor for purchase order (PO) vouchers.

- Jennifer Lashley transferred to the office of the AVP for Business & Finance to assist Marcie Smith.
- Antisha Felton is now responsible for issuing all PO's less than \$15,000.00

What's New...

The SSB on-line **Purchasing Card reconciliation** process is live across campus. Based on campus user feedback, several system enhancements were made over the past few months. The enhancements include:

- Conversation text included in the e-mail alert.
- Two options are available for attaching backup documentation: Upload documentation for each transaction while inputting the FOAP detail or upload a single PDF with all documentation and then split into individual PDF's for each purchase.



Preferred Vendor Contracts

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

Equipment Maintenance

PPS awarded a new Preferred Vendor contract for equipment maintenance agreements to The Remi Group. This partnership has been established to lower the cost of maintenance for electronic hardware for the university at a 27% savings. This contract allows for each department to reduce maintenance expenses, utilize the same/similar service providers, and provide consolidated reporting on vendor usage, service delivery, and maintenance expenses. Brandon Childress is the program manager and will be contacting AU departments to discuss this program and to evaluate current equipment maintenance contracts. For questions concerning this contract, please contact Matt Pike at 3630 or pikemat@auburn.edu.

Heavy Equipment Rental

United Rentals has been named AU's preferred vendor for heavy equipment rental. For questions concerning this contract, please contact Matt Pike at 3630 or pikemat@auburn.edu.

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

Procurement Tip: Checklist for writing specifications....

- Specifications should be clear, accurate, legible, concise, and simple.
- Specifications should be understandable to both the bidder and the purchaser.
- Specifications should be as flexible and fair as possible to allow for a competitive bid process for several bidders.



Policy Updates/Reminders

The federal government has issued new guidance that will replace circulars A-21, A-102, A-110 or A-133 termed the OMB Uniform Guidance (UG). Auburn is taking a proactive approach to alleviate some of the compliance burden in response to Procurement Standards issued in the UG. As such, effective 10/1/14 the small dollar procurement threshold increased from \$2,500 to \$3,000. This includes purchases made with the Purchasing Card and direct invoice payments to vendors. Purchase requisitions should be processed for all purchases greater than \$3,000. For those Purchasing Cards with single transaction limits of \$2,500 there was an automatic adjustment to \$3,000.

Additionally, to insure compliance with the Conflict of Interest Standards in the UG, the following statement was added to the Spending Policy: Any University employee involved in

procuring goods or services must not make purchases from a vendor with whom he/she has a significant financial interest. Similar verbiage was added to the Purchasing Card cardholder agreement.

Did you know?

Buyer Beware: The Counterfeit Toner Pirates are Out for You –

If your business has a phone, you could be a victim of toner pirates. According to the FTC (Federal Trade Commission), toner pirates are costing businesses an estimated 50 million dollars annually. This type of scam has been going on for decades and, unfortunately, the scam works or else it would have run its course by now. The Set-up: The scammer calls pretending to be your regular supplier or a replacement/contracted supplier, convincing you they already know what you use and what you pay. These calls are often high pressure, using phrases such as “Beat the price increase...”, “Last remaining stock...”, “Offer expiring today...” If the caller is not an AU approved contracted vendor, please forward all toner sales calls to PPS at 844-7771.

T191 – State of Alabama Vehicles Contract

All Ford F150 series trucks from Wade Ford are currently on **HOLD** pending further litigation; for further information regarding the Ford F-150 visit <http://purchasing.alabama.gov/pages/notes/t191> or contact Burnette Tolbert at tolbebn@auburn.edu



Happenings

Tyler Adams was awarded the January 2015 Spirit of Excellence Award for his outstanding service and contribution to Auburn University. Please join us in congratulating Tyler.

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.