



*Procurement and Payment Services Newsletter*  
*Volume: 11*  
*Fall 2015*

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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.



## What you should know....

Year-end is quickly approaching. The month of September and Fiscal Year 2015 will close on **Monday, October 5, 2015**. Business and Finance has established the following deadlines to ensure transactions are entered in FY 2015:

### **VENDOR VOUCHERS**

For guaranteed entry into the system, please submit either e-vouchers or paper vouchers to Procurement & Payment services (PPS- 311 Ingram Hall) by Wednesday, September 23, 2015. All vouchers received after September 23rd will be processed on a time available basis.

### **PURCHASE REQUISITIONS (PR's)**

PR's that do not require a bid must be received in PPS no later than Friday, September 11, 2015. PR's submitted after this date will be processed on a time available basis.

PR's that require a bid must be received in PPS no later than Wednesday, August 26, 2015. PR's that cannot be issued on FY 2016 funds should have that notation clearly referenced in the Document Text.

Purchase Change Orders with Vouchers for payment must be received in PPS no later than Friday, September 11, 2015.

### **TRAVEL VOUCHERS**

Travel Vouchers must be received in PPS by Wednesday, September 23, 2015. Vouchers received after September 23rd will be processed on a time available basis.

### **PURCHASING CARD RECONCILIATIONS**

Purchasing Card Reconciliations must be received in PPS by Tuesday, September 22, 2015.

### **INTERNAL TRANSACTION VOUCHERS (ITVs)/Direct Charges (CRGs) & DEPARTMENT ERROR CORRECTIONS (DECs)**

ITVs/CRGs must be queued to the Financial Reporting queue by Wednesday, September 30, 2015. Documents queued after this date will be processed on a time available basis.

DECs (other than contract and grant funds) not processed in Fiscal Year 2015 will need to have budget transfers completed in Fiscal Year 2016.

## **BUDGET TRANSFERS**

For guaranteed entry into the system, Budget Transfers must be completed with approvals by Wednesday, September 30, 2015. Transfers received after September 30<sup>th</sup> will be processed on a time available basis.

## **OTHER ITEMS:**

### **Accounts Receivable Reconciliations**

We would like to remind the applicable units who are responsible for accounts receivable to submit their detailed accounts receivable listing as of September 30, 2015, along with the reconciliation to the Banner Funds/Accounts to Student Financial Services and Internal Audit by Wednesday, October 7, 2015.

### **Inventory Listing**

We would like to remind the applicable units who are responsible for inventory to submit their detailed inventory to the Controller's office and Internal Audit by Wednesday, October 7, 2015.

### **Service Centers**

We would like to remind all Service Center Units to return the Fiscal Year 2015 Rate Development Calculations to Financial Reporting by Friday, September 4, 2015.

**Please contact Procurement and Payment Services at 4-7771 or Financial Reporting at 4-3600 if you have any questions.**



## **Preferred Vendor Contracts**

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

## **Printing Program**

We are pleased to announce that effective immediately, PPS in collaboration with OCM is implementing a new printing program for campus. Until now, we have had an exclusive contract with OfficeMax for all of our printing needs. Going forward, departments will be allowed to select from a list of 10 preferred print vendors. These vendors include **Allegra Printing, Craftsman Printing, Craftmaster Printers, Davis Direct, Interstate Printing & Graphics, McQuick Printing, OfficeDepot/Max, Shelby Printing, Walker Printing, and Wallace Graphics**. Departments are no longer required to exclusively use OfficeMax Printing, except for stationary items, but will instead get 3 quotes from the previously mentioned vendors and select the company that provides the lowest cost to AU. The 3 quotes should be attached as backup documentation when processing purchase requisitions, vendor vouchers, and purchasing card reconciliations. If you have questions, please contact John Corgill at 844-7771 or [jpc0004@auburn.edu](mailto:jpc0004@auburn.edu).

## **Charter Bus Services**

Procurement and Payment Services is also pleased to announce the following have been named preferred vendors for charter bus services:

- Cline Tours
- Champion Coach
- Capital Trailways

These selections were based on a public RFP, in which all terms, conditions, and specifications were met or exceeded by each company. This agreement will be in effect for one year, with the possibility for renewal each year, but not to exceed five years.

Please request quotes from at least two of the prequalified vendors on the list. Once the pricing has been compared, the lowest quoting vendor should be awarded the service. Please note, if your trip exceeds \$2999.99, a requisition should still be processed.

If there are any questions regarding this information, please contact Matt Pike at 7771 or [pikemat@auburn.edu](mailto:pikemat@auburn.edu).

## **Staples- Office Supplies and Toner Cartridges**

Effective September 1, 2015. Staples Advantage is Auburn's preferred vendor for office supplies and toner cartridges. For program information please contact Beth Owen at 844-7771 or [beth.owen@auburn.edu](mailto:beth.owen@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](http://www.auburn.edu/administration/business_office/pdf/preferred-vendor-feedback.pdf)

## Procurement Tip: Bid Law Threshold:

Note that the State of Alabama Bid Law requires AU to bid purchases of like items that exceed \$15,000 for the fiscal year. That means, any purchase of like items exceeding \$15,000 for the entire university (including Auburn Montgomery) in a fiscal year must be bid.



## Policy Updates/Reminders

Reminder \_ All Professional Service Contracts/outside agreements must be reviewed and approved by PPS before work commences. These should be submitted to PPS in plenty of time to insure fully executed contracts are in place before date of service.

**Did you know?** Car titles are now housed at Property Services 204 Ingram Hall. Please contact Linda Lauderdale for titles.



## Happenings

Debbie Griggs won the Spirit of Excellence Award for June, 2015!  
AU Preferred Vendor Show is scheduled for October 27<sup>th</sup> at the Hotel and Conference Center from 9:00 am to 12:00 pm.

Supplier Diversity Website coming soon....

## 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.