



Procurement and Payment Services Newsletter
Volume: 12
Winter 2017



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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 Auburn Kelli Shomaker as our new Vice President for Business and Finance and CFO. Kelli comes to Auburn from Blinn College in Texas replacing Marcie Smith who retired August 31, 2016.

Susan Carol Stewart joined our staff in July working with the purchasing card program.

What you should know....

Auburn University Sam's Club Membership

Auburn University has entered into a tax exempt business membership with Sam's Club. There is one primary membership number in Auburn's name with multiple secondary (Add-on) accounts linked to this primary number. Please note the following regarding Auburn's membership:

- Auburn's membership agreement is for 1 year with the possibility of annual renewal.
- Each secondary account is provided with 2 membership cards. The cards are kept in and overseen by the Dean/VP office for use by employees as needed. Employees must have the membership card associated with Auburn's account to make tax exempt purchases. If you are unsure who in your area holds the membership cards please contact our office and we can provide the name.
- All purchases at Sam's must be made with the AU Purchasing Card.
- Gas purchase can be made using this membership
- Remind the cashier of Auburn's tax exempt status during check out

Please contact Debby Miller in PPS with questions regarding Auburn's Sam's Club membership

Ricoh Copiers

All toner and supplies are included in your lease price with Ricoh. Installation and training are also included. Copies are billed separately from the lease. The lease term is 60 months. If you encumbered less than the initial 60 months on your original PO, you will need to complete a Purchase Change Order form to increase your original PO annually.

Preferred Vendor Contracts

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



E&I Contract #CNRO1375 – Building Supplies & Other Products

Procurement & Payment Services is also pleased to announce the addition of Lowe's as a Preferred Vendor for building supplies and other products, through the E&I Cooperative Services contract. Lowe's has been awarded this contract through a competitive solicitation, and as an E&I member, Auburn University departments can purchase with their university issued purchasing card and receive special pricing under the approved contract.

Please contact Matthew Pike in PPS for additional information regarding this contract at pikemat@auburn.edu or at 334-844-7771.

Medline – Medical/Surgical Supplies

Auburn University has selected Medline Industries Inc. as the preferred vendor for medical/surgical supplies. This contract includes an easy ordering process, next-day delivery, and manufacturer-direct pricing. For more information, please contact Beth Owen at 334-844-3559 or beth.owen@auburn.edu

Promotional Products

As of July 1st, the Office of Trademark Management & Licensing, along with PPS, has implemented a new program for ordering promotional products. Ten companies were selected as pre-qualified vendors through an RFP process during the winter and spring and are the officially licensed campus partners to provide all of the promotional products (non-apparel) that campus departments and student organizations order for giveaways or internal use. Items that are sold for any reason including fundraising and camp products are royalty bearing and can also be provided by any of the ten companies. Campus departments will be required to obtain three quotes for promotional products and can choose from any three of the ten companies. A website has been setup at www.auburn.edu/trademarks/rfq to make it easy to find out more information about the ten companies and send your requests for quotes.

Please contact John Corgill in Procurement & Payment Services at 844-3561 or jpc0004@auburn.edu with any questions.

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:



Contracting tip: Before submitting a requisition, review any quotes or supporting documentation to see if they reference additional terms and conditions (such as “terms of purchase/sale” or “terms of service”) and ask the vendor to provide them. By issuing a purchase order Auburn University is accepting these terms, so they must be obtained and reviewed prior to the issuance of a PO. Submitting them with your requisition greatly speeds up the process.

To learn more about the Auburn University contracting process, please join us for MR550: Principles of University Contracting and Risk Transfer, next offered on Tuesday, April 4 from 1:30 – 4:30 p.m. at the Auburn University Administrative Complex (register through Fast Train on AU Access).

Policy Updates/Reminders

Lodging charges on Purchasing Card

To further enhance the Purchasing card program, effective 10/1/16 the Purchasing card is open to use for individual lodging charges when traveling out of state. However, employees still have the option of using a personal credit card for out-of-state lodging if they prefer. Travelers can use the Purchasing Card for conference registration fees, airline tickets, shuttle services to/from hotel, vehicle rental with AU's preferred vendor and out-of-state lodging charges. Note the following guidelines for use of the Purchasing Card for lodging:

- The Purchasing Card is open for out-of-state lodging charges as well as associated parking and Wi-Fi charges, no additional hotel related charges can be incurred on the Purchasing Card. Any travel related expenses charged on the Purchasing Card should be included on the travel voucher in the Paid Table.
- Meals, room service and miscellaneous charges must be paid out-of-pocket and reimbursed via travel voucher.
- Include the conference/meeting agenda as backup documentation on the Purchasing Card reconciliation.
- As with other travel related transactions charged to the Purchasing Card, the supervisor's approval must be denoted on the receipt prior to scanning or captured electronically within the reconciliation approval process.
- Cardholders should not charge fellow employee's lodging to their card. Any employee who wishes to utilize the purchasing card to pay for lodging should contact PPS to obtain a card. Normal procedure is for the card to be presented for payment at the time of check out.
- Use of the Purchasing Card for lodging related expenses will be revoked following TWO instances of misuse, this will be the case even if the expenses are reimbursed.

Did you know?

Professional Services Contract (PSC) approval is now online in SSB banner system. The new process is fully implemented on campus. Contact Debby Miller if you need training on use of the system.



Happenings

Procurement and Payment Services received the 2016 Achievement of Excellence in Procurement Award from the National Procurement Institute. Public and Non-Profit organizations earn the award based on evaluation criteria measuring innovation, professionalism, E-Procurement, productivity, and leadership. Auburn was the only Agency in Alabama and one of only 25 Higher Educational Organizations to receive the award.

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.