

UCO

PURCHASING, PAYMENT SERVICES, PROCARD & TRAVEL

Volume 2, Issue 7

July 2009

Recent Contract Awards:

RFQ 2009Q137 - Actuarial Firm Services: Awarded to Benefit Partners, April 27, 2009

RFP 2009P119 - Content Management System: Awarded to Hannon Hill, May 15, 2009

RFP 2009P142 - Max Chambers Library Electrical: Awarded to Electrical Technologies, May 18, 2009

RFP 2009P134 - Hazardous Waste Collection & Disposal: Awarded to Basin Environmental & Safety Technologies, May 26, 2009

RFP 2009P139 - Projector Installation: Awarded to Video Reality, May 26, 2009

RFP 2009P140 - Classroom Lecterns: Awarded to Computer Comforts, June 15, 2009

RFP 2009P133 Charter Bus Service: Awarded to Time Lines LLC Charter Bus Services and Red Carpet on June 16, 2009

Save \$\$ by Going Green

Instead of buying small mountains of books, CDs, DVDs and magazines, check materials out of your neighborhood library. You will save yourself some cash and possibly save a bird and a tree.

Ref: The Daily Green



Food Drive Campaign for Hope Center

We are having a food and fan drive for the Hope Center through 7/15. During the summer many children are home alone and no longer receive State assistance with free lunches, so they do not get to eat. The Hope Center struggles with donations over the summer. Any boxed or canned goods donated would be appreciated. There is also a need for fans with the extreme heat at hand. We have a box outside of our office for donations. Thank you.



We encourage everyone to utilize the Vendor Performance Quality Report for reporting unsatisfactory vendor service or products. By utilizing this reporting tool, we can resolve vendor issues and continue great vendor partnerships.

Many of the performance issues reported have been resolved. Please feel free to contact the Purchasing Department to review the performance concerns reported.

The Vendor Performance Quality Report is located on our website under documents and forms .

ProCard News: New Procedures

Effective 7/6/09 for Billing Cycle Ending 8/5/09

Cardholders will resume printing their own statements directly from PaymentNet, also making all accounting allocation changes online in PaymentNet. The original statement, with approval signatures, will be returned to Kathy Constien, and a statement copy should be maintained by the department as a cover sheet for receipts and other documentation.

Receipts will no longer be required for transactions from Merchants providing detailed receipt data on the Statement of Account (OfficeMax is an example of this type merchant).

This statement "receipt" has been approved by our auditors for appropriate documentation. All other transactions require a store receipt and any other required documentation, e.g. Merf forms.

Standard card limits will be \$1,500 per purchase, \$5,000 per month billing cycle.

Customized limits, either higher or lower, can be requested by financial managers with an explanation supporting the request.

All cardholders will process their July 6th statement as usual for the period June 6th through July 5th. The first ProCard expenses posted to FY10 budgets are the transactions posted to the PaymentNet website June 26th through July 5th. You will get a copy of these transactions from Kathy Constien.

Safety Online

JPMorgan Chase bank does not request or send sensitive information, such as account numbers or passwords, in an unsecured e-mail, or by directing you to an unsecured website. E-mail communications to you about your corporate card account is routed through the UCO ProCard administrator. Forward suspect e-mails to cguthrie@uco.edu.

Cardholder Survey

All cardholders will receive a survey invitation in the month of July. Time flies! It has been three years since we solicited cardholder feedback in this way. We hope that you will take this opportunity to participate in the continuous improvement of our purchasing card program. We are listening!



Please review the following new verbiage on Requisitions. As of July 1,2009, this information must be completed by the requestor or requisitions will be returned to the department with a delay in the P.O. processing.

The banner requisition form has been revised in an effort to understand ProCard utilization. On April 29th, 2009 the following statement was added to the requisition form:

If Requisition is \$1,000 or less, "Why is ProCard not being used to make this Purchase?"

- ProCard Restricted Purchase
- Vendor Contract Requires a Purchase Order
- Vendor does not accept Credit Cards
- Other: _____

This query is located on the bottom left hand corner of the requisition directly under requestor's signature line.

Travel News

Budget concerns and the overall economic state of our country has made attention to budget spending more important. The travel office offers the following tips to help reduce travel costs. Please consider the following when making your travel arrangements:

1. Southwest Airlines

- ◆ 14 day advance purchase saves a considerable amount over other airlines.
- ◆ If you have to cancel your flight, ticket is transferable to another person.
- ◆ No luggage fee, unless it is overweight. (Consider baggage cost and other fees in the total cost of the ticket.)
- ◆ You fly for PEANUTS!

Please use any credits from previously cancelled flights towards a new purchase. The travel office does not track cancelled flights. If you think you may have a credit, ask the travel agent.

2. Hotel

- ◆ If you are traveling with colleagues, consider sharing a room.
- ◆ If more than one type of room is offered for the conference, choose the least costly option.

3. Local Transportation

- ◆ When booking your lodging, ask if the hotel has a free shuttle or pickup. This will allow you to avoid costly taxi expenses.
- ◆ Schedule flights so that you can share transportation with others.
- ◆ Consider using public transportation such as buses, trolley, etc. instead of taxi or rental cars.

4. Rental Vehicle vs. Personal Vehicle



Take advantage of the Trip Calculator on the website to assure we are spending our travel dollars wisely. The state requires that we offer guidelines for choosing the most cost effective travel options.

Seek <https://www.ok.gov/dcs/calculator/index.php> utilizing agency number120.



UCO Recipe Book

If we can get enough participation, we would like to put together a **UCO Recipe Book**. The project is still in the 'works', but in the meantime, send your recipes to **Denise Smith** dsmith111@uco.edu. Please feel free to share how you came by the recipe. Share the word, and we'll keep you posted as to the progress.

Mileage Charges for Enterprise Rental Vehicles

When reserving vehicles with Enterprise, please note the following:
Rental charges for trips within and the six bordering states which include Colorado, Kansas, Missouri, Arkansas, Texas and New Mexico consist of unlimited mileage.
Rentals for trips outside of the above areas include 200 free miles per day. Any additional miles are charged at \$.20 per mile.

Enterprise Reminder

If you are planning to reserve a 12- passenger van with Enterprise for any travel during months of June, July and August, please book your reservation 30 days in advance to ensure availability, as this is the busiest time of year for these vans. Also, if for any reason your trip is cancelled, please call Enterprise as soon as possible to cancel your reservation.



From the office of Julie Baer

I would like to take this time to say thank you for your prayers and support during my accident. I consider it an amazing benefit to have such wonderful friends at UCO, you are truly a treasure. I really appreciate your support. Julie