Welcome

NEW BUYERS – Status Update

Buyers will be available all hours of the day to support campus with the preferable method of communication being email, please. Email communications allow the buyers to finish tasks with deadlines without being interrupted, review emails and seek help and/or guidance in an appropriate and accurate response and returning the email as soon as possible. Campus Customers, please know requisitions which are not accurately created will continue to be returned or an email request by the buyer will be offered to seek the additional supporting documentation within an allotted time period. Thank you, UCO, for the grace period you have allowed the purchasing department as we have strived to train three new buyers.

Staples Advantage Kick-Off Meeting

The UCO campus is invited to meet with our new office supply provider, Staples Advantage, Wednesday, January 23, 2013 in the Heritage Room in Nigh University Center from 2:00 – 3:00 PM. We look forward to this new partnership. Thank you.

Vendor Code to use STAPLE

Effective January 1, 2013, the new office supply provider, Staples Advantage, has agreed to negotiated and more competitive pricing on copy paper, in comparison to the Statewide Clampitt Paper contract. The following costs are offered to UCO for copy paper carton quantities from one (1) to forty (40): If ordering single cartons up to a quantity of nine (9) cartons, use product code #135848. Each carton cost from 1 – 9 is $31.99 each. If ordering a quantity of ten (10) cartons, in using product code #833860, there is a discounted cost offered. Total cost for the ten cartons is $299.50 which offers UCO a single carton cost of $29.95 and a $2.04 per carton discounted cost. If ordering a quantity of forty (40) cartons, in using product code #134848PAL, there is an additional discounted cost offered. Total cost for the forty cartons is $1160.00 which offers UCO a single carton cost of $29.00 and a $2.99 per carton discounted cost.

*vendor code to use* STAPLE

Any order placed with Staples Advantage per UCO’s new office supply partnership must be placed on the following website: order.staplesadvantage.com

Staples Advantage has many divisions and websites for customers’ use. It is important for UCO employees to use the appropriate link indicated above. Failure to use the designated website most likely will result in lost discounts and taxed purchases. Please utilize the correct website for ‘THAT WAS EASY’ processing. Thank you.
Basic Banner Requisition Training Modules now loaded into UCO Learning Center

Basic Banner Requisition training can now be taken online through the Learning Center. To access the training, log into the Learning Center, select the “Course Catalogs” link and conduct a search for the word “Banner”. Three modules indicated below will appear. Each module should be completed achieving a quiz score of 90% or above on lessons I and II in order to complete the training. Each module will open in a separate window once the Launch button under the action column is selected.

Banner Requisition Module Introduction
Banner Requisition Module Lesson I
Banner Requisition Module Lesson II

Welcome 2013—Dates to Remember

Purchasing Department
March 8, 2013 – Deadline to submit any requisitions or Scopes of Work for Competitively Bid Purchases in excess of $100,000
  • (Purchases in excess of $100,000 must be competitively bid and receive Board approval)


Please select the following link for other deadline information for 2013.
http://www.uco.edu/administration/pur-pay-trav/index.asp
HAPPY NEW YEAR TO OUR FACULTY, STAFF, and STUDENTS!

Welcome back, we hope you all had a wonderful Christmas break.

**Just a few reminders:**

Please plan ahead for your spring semester business travel to obtain the best airfare rate. This can be a problem for airfare rates and car rentals if you don’t plan ahead especially during the spring break period.

Remember that FY13 funds may only be used to purchase the airfare for FY14 approved trips. You may submit completed and approved Out of State Travel Requests, but only the airfare will be purchased from FY13 funds. All other expenses will be encumbered after the new fiscal year. Please make a copy of the request for your files, so you will have a record for the new budget. If you have any questions please call our office.

As a reminder, all rental cars must have a justification letter from the financial manager approving car rental for Out of State travel. The letter must include an itemized cost comparison showing the savings for the business portion of the car rental vs. all other means of transportation, (taxi, shuttle, bus, etc.) If not included, your expense could possibly be reduced to the cost of the less expensive taxi or shuttle service.

Another reminder is to make sure that if you hire a car service, you must show a cost comparison for the other means of transportation as well, (taxi, shuttle, etc.) Travel personnel have noticed an increase in these types of services resulting in additional travel costs. If not included, your expense could possibly be reduced to the cost of the less expensive taxi or shuttle service.

Baggage claim receipts or a credit card statement showing the baggage charge should be included with your travel reimbursement to claim the expense.

**Mileage Rate Increase for 2013:**

The Internal Revenue Service has announced an increase in the mileage reimbursement rate, effective Jan. 1, 2013, to $0.565 per mile. This is an increase from the $0.555 rate for 2012. (See Internal Revenue Bulletin, IR 2012-95, 11/21/12.) The new rate is for travel incurred on and after Jan. 1, 2013, not your 2012 travel reimbursement claims submitted after Jan. 1st.

Please make sure you calculate using the full decimal rate. EX: 50. Miles X .565 = $28.25.

If you have any questions and or concerns please contact the Travel Department.

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Our Staff and Students making a difference in others’ lives!

Merry Christmas from our office to yours!
Sell items from your closet and earn extra cash in the process. Send an email to cwiles@uco.edu with the details and a picture and it will be posted in our newsletter.

Guitar, case, tuner, beginner books, strings all included. $135.00 or best offer. Contact Charlene Wiles