Purchasing Training: Overcoming the stress of the Requisition

Are you frustrated with the process of creating a requisition? Exhausted from trying to locate the correct account code, only to discover your requisition has been cancelled and returned?

This training session will assist you with the expenditure account codes, tips and audit reminders to support creating requisitions. There will also be a Question and Answer session in this face-to-face training with the UCO buyers.

Wednesday, March 20, 2013 from 11:00 - 12:00 PM
Wednesday, April 17, 2013 from 11:00 - 12:00 PM
Tuesday, May 14, 2013 from 11:00 to 12:00 PM
Wednesday, August 21, 2013 from 11:00 to 12:00 PM
Wednesday, September 18, 2013 from 11:00 to 12:00 PM
Wednesday, October 16, 2013 from 11:00 to 12:00 PM
Wednesday, November 13, 2013 from 11:00 to 12:00 PM

Recent Contract Award:

| RFP 2013P114 | Metal Stud Wall Framing Awarded to Wiljo Interiors Inc. Term of contract: 2/19/13–2/19/17 Negotiated terms: 2% 15 days Net 30 |

RFP 2009P121 for Electrical Services with Patco Electrical has been extended 6 months. The contract expiration date is now August 31, 2013. All other terms of the contract remain the same, including the cash discount of 2% 20 Net 45.

Standley System

Standley System our campus wide vendor would like to invite you to attend the UCO Campus Appreciation Bash.

April 17th from 2:00pm -3:00pm in the Nigh University Center Room Will Rogers room # 421.

****They will provide general fun finding facts.
****Demonstration on a standard machine by their corporate trainer
****Presentation over the latest software that can shorten the scanning process by the Chief Technology Officer
Fiscal Year 2013 Deadlines

In order to assure purchases for Fiscal Year 2013 are made and funds encumbered, and to insure a smooth transition from the current fiscal year to the next, the following deadlines have been established.

**Purchasing**

**April 8, 2013** - Deadline to submit any Requisitions for Purchases in excess of $25,000 and no greater than $100,000
- The final decision whether to make an acquisition in excess of $25,000 from a consortium contract or by way of a formal solicitation will be at the discretion of the Director of Purchasing. If formal solicitation bid process is deemed, the scope of work will be reviewed to determine if the requisition can be processed by year end. No requisitions in excess of $25,000 or scopes of work for official bid solicitation will be accepted after April 8, 2013.
- Deadline to submit construction projects with board approval to be bid by ITB

**June 10, 2013** – Deadline and final date to submit Requisition for Purchases of $25,000 or less.
- (For purchases in excess of $10,000 and no greater than $25,000, MUST have the required three (3) formal written quotes or sole source document attached or reference State or Federal Contract #).
- (For purchases in excess of $2,500 and no greater than $10,000, MUST reference the three (3) required quotes or have sole source document attached or reference State or Federal Contract #).

**Notice:** Requisition must be “DATE STAMPED” in by 5:00 pm on the appropriate date listed above.

**IMPORTANT DATE TO REMEMBER**    **Monday, June 10, 2013 @ 5:00PM**
**On-line Banner Requisition Access ——Inactivated**

**Reminder from Payment Services**

The Payment Services and Travel Departments manage the check printing process between the hours of 8:00 a.m. – 11:00 a.m. Attempting to contact individuals assigned to this process during these hours will result in your call being answered by voice mail.

Please leave a detailed message and your communication will be returned later that same day.

Thank you.
Account Coding Tip for Furniture

Classroom VS Office Use

When purchasing furniture, the important thing to think about is where it will be used. You are either purchasing it for classroom or office use. If for the classroom, it will always be coded under 74115 regardless of the cost. If it is for office use, you will either code it as 73613 if the cost is less than $500 each, or you will code it as 74111 if the cost is over $500 each. Also under 74111, you would put any office furniture that has to be put together in order to be used as long as the cost of all of the parts and pieces exceeds $500, an example being cubicle walls that would not stand up by themselves.

Basic Banner Requisition Modules now loaded into Learning Center

Basic Banner Requisition training can now be taken online through the Learning Center. To access it, log into the Learning Center, click on the “Course Catalogs” link and conduct a search for the word “banner”. Three modules below will appear. Each module should be taken with 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
TRAVEL OFFICE NEWS AND UPDATES
FACULTY, STAFF, and STUDENTS!

Please submit Travel Requests and Requisitions for lodging/hotels separately. When submitted together a delay in purchasing the lodging/hotel can occur. Also, please remember to include your hotel confirmation number with your Requisition to ensure accurate room rates and arrangements.

A number of Out of State Travel Requests are forwarded to the Travel office without a VP signature. This oversight causes a processing delay waiting on the appropriate VP’s signature. Please make sure the VP has signed the travel form prior to transferring it to the travel department.

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.

The travel office has received phone calls, e-mails, etc. concerning hotel charges, reservations not received, and airfare changes. Just a friendly reminder that you as the traveler are responsible to call and check on your hotel reservations, and your airline reservations, at least 48 hrs. prior to the travel. This can eliminate a lot of the costs and delays that have occurred.

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.

Dana Stout dstout@uco.edu 405-974-2397
Jackie Kabrick jkabrick@uco.edu 405-974-2493
ProCard News

Plan for Fiscal Year-End Purchases

Now is the time to review budgets and plan for year-end purchases. Make ProCard restricted or larger dollar purchases by requisition before the established deadlines. ProCard restricted purchases are not allowable because a requisition deadline is missed. However, the ProCard continues to be the most efficient, best solution for allowable purchases of $1,500 or less.

Split Transactions Explained

A common question our UCO cardholders ask is for more explanation about split transactions. Split transactions are transactions to one merchant which in total exceed the single transaction limit of $1,500, and may also exceed the UCO and/or state competitive bidding thresholds of $2,500 or $5,000 respectively. Purchases above established card limits must be processed with a requisition submitted to Purchasing & Payment Services. Splitting transactions to avoid ProCard restrictions is a violation of ProCard guidelines and will result in card suspension or revocation.

**Note:** A split transaction can occur even when purchases are for two or more different organizations, two different orders, two different events, two different programs, etc. If the total amount to one merchant can be anticipated, the purchases must be combined.

**Multiple accounting lines can be accomplished with a requisition to assign the expense to more than one organization.

An example of a recent split transaction violation:

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
<th>Merchant</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/20/2011</td>
<td>$1,452.50</td>
<td>MYIPGLCOM</td>
</tr>
<tr>
<td>6/17/2011</td>
<td>$313.64</td>
<td>MYIPGLCOM</td>
</tr>
<tr>
<td>6/17/2011</td>
<td>$516.68</td>
<td>MYIPGLCOM</td>
</tr>
<tr>
<td>6/17/2011</td>
<td>$305.42</td>
<td>MYIPGLCOM</td>
</tr>
<tr>
<td>6/17/2011</td>
<td>$662.50</td>
<td>MYIPGLCOM</td>
</tr>
<tr>
<td>6/17/2011</td>
<td>$313.64</td>
<td>MYIPGLCOM</td>
</tr>
</tbody>
</table>

This group of six transactions was split for different events, but could have been included in one requisition/purchase order and exceeded the single transaction limit, as well as the UCO threshold for competitive bidding.

A simple question to ask before making your purchase: Does my purchase to one merchant total over $1500 and can the entire amount be submitted with a requisition?
We would like to introduce our newest employee Julie Watts is our Administrative Assistant for Purchasing, Payment Services, and Travel. Let’s make her feel at home. Julie can be reached at 405-974-3738 or you can email her at jwatts@uco.edu.

Breast Cancer Support From our Group!
For Sale:

If you have something for sale please let me know send an email to cwiles@uco.edu with the picture and I will post it in our newsletter.

2005 Buick LeSabre 86K $7450.00 or best offer. Great shape runs great. Just needs a new home. Email cwiles@uco.edu if interested.

Guitar, case, tuner, beginner books, strings all included. $125.00 or best offer. Contact Charlene Wiles

For Sale: TV and Stand for $975.00 not sure of the size, at least 55 inch DLP Mitsubishi electric 733 series if interested call Charlene
405-226-0280