Do you need ink/toner cartridges for your current desk top printers until the Standley contract is implemented in your area?

In an attempt to use University resources in an efficient and effective manner, the University has discontinued ink/toner purchases using ProCards. This change attempts to protect the campus from spending unnecessary resources. The University has accumulated a significant inventory of ink/toner supplies from the retirement and replacement of equipment over the years. The University will provide ink/toner to departments from this inventory at no cost to the user when you need one. In addition, as new equipment placements are completed, surplus toner inventory will continue to replenish existing quantities. Prior to ordering any ink/toner products, please check the new link established on the Standley Contract Tab on the Purchasing, Payment Services and Travel website at: http://administration.uco.edu/viewPage.php?d=pur&p=standleyContract (scroll to bottom of page) The link contains a spreadsheet displaying all current ink/toner in stock. Check the surplus spreadsheet. If there is stock available that meets your need, contact Denise Smith by email to request the no-cost stock on hand. Include the ink/toner cartridge needed and the location to where it should be delivered. If no surplus stock is available to fulfill your ink/toner need, send your requisition to the Purchasing Department. Make a note on the requisition that you have checked the surplus inventory.

Recent Contract Awards:

RFP 2010P115 - Projectors:
Awarded to Perlmutter Purchasing Power on April 14, 2010.
2010 Fiscal Year End Information for ProCard was sent by e-mail to all cardholders, posted in PaymentNet, and published on the UCO ProCard website.

Please note the following deadlines for ProCard purchases during June, 2010:

- ProCard statements will be run as scheduled on MONDAY, June 7, 2010, and will reflect transactions posted to ProCard accounts from May 6, 2010 through June 5, 2010. **This statement is due Monday, June 14, 2010.**

- A second statement will post to Banner on June 30, 2010 and reflect all transactions posted to ProCard accounts from June 6, 2010 through June 29, 2010. To avoid default posting of transactions, the expense reallocation deadline in PaymentNet is 5pm, June 29, 2010.

Note: It may take several days for the bank to post transactions to Chase credit card accounts. As a result, it is important to allow sufficient time before the June 29 deadline for transactions to post in PaymentNet if FY10 Banner posting is desired.

- Charges posted to ProCard accounts after 5pm, June 29, 2010 will automatically post in Banner against fiscal year 2011 budgets.

Please contact Kathy Constien, Accounting Services, ext. 2598 or kconstien@uco.edu, if you have any questions or require additional information.

**ProCard vs. Requisition - Lean, Green, Cost-Effective**

ProCard has been determined to be the best payment method for allowable UCO purchases that cost $1,500 or less. As a result, the Banner requisition form has been revised to collect certain information regarding purchase requisitions. If purchase is less than $1,500, but a requisition is still required, please select the appropriate option at the bottom of the page to communicate the reason ProCard is not being used. If none of the options are applicable, please use the ProCard method. Not sure? Contact: cguthrie@uco.edu or purchasing@uco.edu.

The query below is located at the bottom of the requisition directly above the requestor’s signature line:

**If a requisition is less than $1,500, please explain the reason for not using your ProCard.**

Appropriate circle must be checked.

- o ProCard restricted purchase
- o Vendor contract requires a purchase order
- o Vendor does not accept credit cards
- o Other........................................................................................................

Note: A purchase order will not be processed for requisitions submitted without this information.

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Campus Wide T-Shirt Contract Available Soon:

Please watch the Purchasing, Payment Services & Travel website for pricing on a campus wide T-Shirt RFP that has been awarded to Integrity Promotional Solutions. This RFP is not a mandatory contract, but for those running short on time and needing a quick turnaround, this contract will provide a great competitive solution. There are no artwork fees, shipping fees or additional charges for larger sized T-Shirts as seen with many promotional vendors. The pricing will be in a fillable form and posted on our website soon.
UCO Travelers

As we approach the end of the fiscal year, we are requesting all outstanding travel encumbrances for the prior Fiscal Year “09” and any outstanding travel encumbrances for the current Fiscal Year “10”, dated July 2009 through December 2009 be completed and sent to Travel Department, by May 28, 2010.

If you are not claiming any expenses please notify the travel office in writing by email (sforest@uco.edu or dstout@uco.edu) to request the cancelation of the encumbrance. We’re encouraging departments to review Budgets for any outstanding travel encumbrances.

Travel

June 10, 2010 – Deadline for submitting “In-State” travel reimbursement.

Notice: All related documents must be “DATE STAMPED” in by 5:00 pm on June 10, 2010.

Additional Information:
Out-of-State Travel reimbursement is not subject to the above deadline.
Out-of-State Travel funds require an encumbrance allowing payment in the subsequent fiscal year.

Fuel for Rental Vehicles

When renting vehicles from Enterprise, keep in mind the policy for re-fueling the vehicles is ‘replace what you use’. If the gas tank is only half full when the vehicle is picked up, it only needs to be returned with the tank half full. If the tank is full when the vehicle is picked up, then it must be returned as such. When picking up the vehicle, note gas level and document it on the paperwork before you leave.

Dana Stout is now handling all hotel requisitions. Please submit conference agendas, with the date you are traveling and designated lodging rate from conference, with the requisitions.

All hotel requisitions need to be submitted in a timely manner, approximately 2 weeks prior to travel.

All out of state travel requests must be signed by the V.P. before turning into the travel office.

Trivia Question From the April’s issue

Question: All Enterprise rentals are Non-Smoking. What is the fee if there is a fee for vehicles if they have been smoked in while rented by UCO?
Answer: $75.00

Question: for the month of May.

Question: What is the final date to submit requisitions for purchases of $25,000.00 or less?

Please e-mail Charlene Wiles at cwiles@uco.edu with the correct answer.
Meet Kent Depe – New Buyer – Ready to Serve the UCO Campus May 13

Being UCO Alumni, Kent Depe is excited to join the UCO Purchasing and Payment Service’s Department as a buyer. Kent has accumulated 16 years of purchasing experience that will benefit the campus immediately. Hillary, Kent’s wife, is also a graduate of UCO. Their son John, currently attending Edmond North, plans to attend UCO in the fall semester. Kent’s hobbies include spending time with his family and driving his 1930 Ford Model A Tudor Sedan that he restored 4 years ago. Kent’s buyer assignments include the following departments:

**Administration & Finance**
- Facilities
- Physical Plant
- A&E Services
- Police Services
- Environmental Health & Safety
- Transportation & Parking
- Finance
- Administrative Services
- Legal Counsel
- Employment Services
- Employment Relations
- Purchasing, Payment Services & Travel
- Executive Offices
- Wellness Center
- Housing
- Auxiliary Service

**Alumni Relations**
**University Relations**
**Athletics**
**KCSC**

Kent will be in the office on May 13. These departments can communicate with Kent for their purchasing needs on this date. Please help us welcome Kent to UCO!