Recent Contract Awards

RFP 2012P120
Landscaping & Irrigation
AAA Landscaping
7/20/12 – 7/19/17

RFP 2012P121
Professional Environmental Management Services
Marshall Environmental Management 7/20/12 – 7/19/17

RFP 2009P133
Charter Bus Services
Time Lines LLC/Village Tours

RFP 2009133 Charter Bus Services
Effective immediately, please utilize Village Tours, LLC, which has assumed ownership of Time Lines Charters and assumes the contract terms awarded to Time Lines.

Winterglow Lighting
Can you believe it has been 100 degrees, and we are already starting to discuss UCO Winterglow? After our holiday lighting goes up in November for Winterglow, if at any time you notice lights not working, partial lights or any other problems with Winterglow lighting, please call 974-2247 and report the problem. Thank you for your assistance.

Speaker and Entertainment Contract Agreements Revised
As many of you are aware, state statute now requires payments to vendors to be made via EFT. Because of this change, the Guest Speaker & Entertainment contracts have been modified to accommodate the state mandated EFT payment process. The new contracts are available on our webpage under ‘Documents & Forms’ as well as ‘Purchasing Policies & Guidelines – Independent Contractors, Contractual Services’. Only one method of payment is now listed. Terms indicate that payment will be made within 45 days from engagement date; please note that this does not indicate payment will take 45 days, but is the allowed number of days according to State of Oklahoma statute. Executed contracts already in place fall under the payment terms on contract. Purchasing buyer’s sent out e-mail notification to campus customers on July 16, 2012. All contracts executed after July 16, 2012 require the newly revised contract forms, revised 7/9/2012. As always, please refer to our website for the most up to date information.

T-Shirts and Sweatshirts, Screen Printing

Integrity Promotions Rep: Jeff Buchanan    jeff@integritypromo.net    Phone: 405-488-4348
RFP 2010P104 for price comparison and minimal cost - Campus Customers must seek quote for comparison pricing on t-shirt orders.    This contract is for T-Shirts Only
Enterprise Rent-A-Car Rates

<table>
<thead>
<tr>
<th>Vehicle Class</th>
<th>Daily Rate</th>
<th>Weekly Rate</th>
<th>30 Day Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compact</td>
<td>$30.39</td>
<td>$151.95</td>
<td>$607.80</td>
</tr>
<tr>
<td>Intermediate</td>
<td>$32.24</td>
<td>$161.20</td>
<td>$644.80</td>
</tr>
<tr>
<td>Full Size</td>
<td>$34.75</td>
<td>$173.75</td>
<td>$695.00</td>
</tr>
<tr>
<td>Mini Van</td>
<td>$52.17</td>
<td>$260.85</td>
<td>$1043.40</td>
</tr>
<tr>
<td>12 Passenger Van</td>
<td>$97.97</td>
<td>$489.85</td>
<td>$1959.40</td>
</tr>
<tr>
<td>5 Passenger SUV</td>
<td>$53.18</td>
<td>$265.90</td>
<td>$1063.60</td>
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<tr>
<td>7-8 Passenger SUV</td>
<td>$82.17</td>
<td>$410.85</td>
<td>$1643.40</td>
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<tr>
<td>Luxury/Premium</td>
<td>$57.57</td>
<td>$287.85</td>
<td>$1151.40</td>
</tr>
<tr>
<td>Small Pickup</td>
<td>$47.47</td>
<td>$237.35</td>
<td>$949.40</td>
</tr>
<tr>
<td>Large Pickup</td>
<td>$51.51</td>
<td>$257.55</td>
<td>$1030.20</td>
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<tr>
<td>Cargo Van</td>
<td>$41.81</td>
<td>$209.05</td>
<td>$836.20</td>
</tr>
</tbody>
</table>

• All rates include Collision Damage Waiver.

• All rental vehicles, except 12 passenger van, require a 18 or older driver

• All 12 passenger vans require the driver to be 25 or older

• All drivers must be employed by the University

• If you are allowed to pick up the vehicle the evening before your scheduled travel, please note that the rental charges will begin at 7:30am the following morning. Please take this into consideration and return the vehicle accordingly to avoid any additional charges.

• Please contact Enterprise Rent-A-Car to make a reservation prior to submitting your requisition to purchase request. This will ensure availability for the date of your trip.

• Include the confirmation number of the rental on your requisition

• Direct Bill Number DBXK052 must be given in order to obtain contract rates. You may contact the following Enterprise Sales Associates for assistance:
  Jeremy Horne – Branch Manager
  Michelle Anderson – Asst. Branch Manager
  844-6700
New Buyers in the Purchasing Department

For the next four to six weeks, the new buyers will be utilizing morning work day hours to process purchase orders in a timely and law-abiding, audit-approving, RUSO-reporting and UCO procedure-following manner. We have blocked all purchasing calendars from 8 AM until noon every day. If you have questions or need help from one of the buyers during the morning hours of 8 - 12, please email them. They will be in training, but after their lunch hour, you can expect to hear back from them during the afternoon hours of the work day to help you with any questions or problems.

As we train the buyers, we will be directing the new buyers to return requisitions which have been inaccurately processed or do not have enough supporting documentation. The requester will receive an email advising why the req is being returned. The entire document will be returned to you by campus mail. Unfortunately, the buyers are not familiar enough with the processes, statues and policies, nor do they have the familiarity of your departments and persons, to retain the inaccurately processed requisitions and match up additional forthcoming documentation. Also, we need to assure you are trained accurately so the requisition starts out correctly in your initial writing. The best way to support the campus with timely order processing is to return your requisitions and explain/train on problems. Training commences all the way around, errors are eliminated, and we all learn together.

Thank you for your patience and understanding.

Electronic Vendor Payment Information

Vendors are not able to access the vendor portal without being established as a vendor in Banner. Once a vendor record is established, the Purchasing Dept. will contact vendor via e-mail with information required to access the vendor portal. Faculty, Staff and Students are exempt from using the Vendor portal.
Out of State Travel

WELCOME BACK! HAPPY FALL!

Welcome back faculty, staff, and students. I hope you all had a wonderful summer break. We are ready to get busy with the new year and all of the travel that will commence! Just a few tips to help everyone:

Plan ahead for all travel. You are required to turn in all Out of State Travel Requests at least 21 days in advance of travel. This saves time and money on hotel, registration, and airfare.


If you have questions please do not hesitate to e-mail, or call our office. You may contact myself, Dana Stout, dstout@uco.edu, 974-2397, and or Jackie Kabrick, jkabrick@uco.edu, 974-2493.

If you are a student advisor for an organization, please contact us for any travel you need to plan.

Thank you all for what you do to help our students prepare for the future!

UPDATE for Hotel Pro Card Users

The travel office must receive a copy of the itemized hotel receipt with the travel reimbursement from all travelers, regardless of the payment method. The travel reimbursement will not be processed without this information. This is the responsibility of the card holder to validate the information is provided to the travel office. Thank you.

Thank you for utilizing the new Out-of-State Travel Request form!

With the feedback we’ve received, we’ve tweaked the form to include your suggestions. The changes include:

- The “total amount approved for trip” will include all out-of-pocket expenses AND direct-paid expenses (transportation, lodging, and registration).
- When ProCard is used for a direct-paid expense, the org is required to verify funding on all expenses.
- The form now includes a signature line for the chair of the department (if applicable).

As always, we welcome your feedback.
PaymentNet 4 Transition Update

UCO successfully transitioned to PaymentNet 4 on the first day of the fall semester. It appears that our users have overcome the majority of challenges faced and are now up and running. Thank you for your patience and persistence!

Here’s one tip we’ve gained from the first few days in PaymentNet 4:

- Possible issue: Cannot see the drop-down values for reallocation accounting segments, Organization or Account.
- Try this: Choose Compatibility View from the Tools drop-down or the icon (looks like a torn piece of paper) in Internet Explorer.

Additional tools to assist you with PaymentNet 4 have been posted on the ProCard website. However, please report any remaining issues or questions about login, reallocations or reporting to cguthrie@uco.edu, as our goal is to make sure PaymentNet is working in the most efficient, effective way possible for each cardholder or manager.

Training

The following classes are now available for registration in the UCO Learning Center:

- **ProCard Training / Transaction Coding** - September 28th at 10:00 a.m. and October 11th at 11:00 a.m. These hour-long sessions will include information regarding common account codes and commonly misused codes.
- **ProCard / PaymentNet** – September 28th at 11:00 a.m.

ProCard Reviews News

A sample set of ProCard documentation is now available on the UCO ProCard website under the Documents, Forms & Presentations tab. This set includes an example monthly cardholder statement complete with attached receipts and required forms. The examples include reviewer notes throughout and it is hoped this set will give cardholders a picture of acceptable ProCard documentation.

Coming Soon

Custom UCO Logo Designs for ProCards and Group Travel Cards!
Welcome to Ryan Bogle!

Ryan will be working as a buyer.
Ryan’s education is MBA-Oklahoma State in (2012)
Bachelor’s Degree Economics-Oklahoma State (2009)
Ryan’s hobbies are Fishing, hiking, soccer, Football Games.
Ryan can be reached at rbogle3@uco.edu.

Welcome Chuck Adams!

Chuck will be working as a buyer.
Chuck has lived in Edmond since 1960. Graduated in Dec. ‘75 from UCO with a degree in music education.
Never taught, went into business which was my minor. In sales for the past 20-25 years. Widowed/divorced/single father of three (that I know of). Two sons, Taylor and Alex, daughter Emily is a student here. Like to play golf, sing in my church choir, also sing backup with a band of former classmates from high school. Usually play at the Jazz Lab to a packed house. Also enjoy college sports, especially football, like action/mystery/drama/science fiction movies.
Chuck can be reached at cadams38@uco.edu