

# Midwestern State University Purchasing/Contract Management Quarterly

"Your window into MIDWESTERN STATE UNIVERSITY purchasing"

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<https://mwsu.edu/purchasing/>

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## Purchasing Quick Tips

### ApplicationXtender (BDM) Tip

You can add backup documents to your purchase REQ at any point after Banner assigns a REQ#. This includes after you've already completed your REQ and forwarded it to the approval process.

During training, you are asked to attach your backup documents while processing your REQ. This is to ensure approvers have everything they need to make an informed decision to approve or deny it once you've completed it.

If your REQ is "incomplete" you will need to go to **FPAREQN**, enter your REQ# and proceed. If you've completed your REQ, you will need to go to **FPIREQN**, enter your REQ# and proceed. You will use the same steps to add your backup documents in both Banner Forms.

## Proper Use of the DIRECT PAYMENT VOUCHER (DPV)

The Direct Payment Voucher (DPV) can be used to provide reimbursement to employees or students for approved purchases made on behalf of the University. It is processed through the University Business Office.

**Purchases that can be made using the procurement card or purchase requisition process cannot be processed on a DPV.**

The following have been identified as items that may be presented directly to the Business Office for payment using a Direct Payment Voucher (DPV):

- Registration fees for conferences, seminars and workshops (Exception: These can be paid for using the University Procurement Card or processing a DPV).
- Umpire/Officials fees for referring sporting events.
- Memberships (Exception: These can be paid for using the University Procurement Card or processing a DPV).
- Overnight hotel lodging (paid on behalf of an official University guest).
- Fees for performers and entertainers\*\*
- Business meal reimbursements.
- Fees for Guest Lecturers\*\*
- Subscriptions and Periodicals (Exception: unless a Purchase Order is required - may also be purchased using the University Procurement Card).
- Filing fees for work to be performed on buildings (i.e., Texas Department of Health).
- Professional registration/license fees (excluding software licenses).
- Postmaster-Permit, bulk rate fees and meter charges.
- Insurance premiums.
- Bus charters (unless a Purchase Order number is required by the company).
- Miscellaneous fees and assessments (i.e., accreditation, royalty, copyright and appraisals).
- Fleet Vehicle Rentals.
- Advertising

Contracted purchases such as Guest Lecturers or Performers & Entertainers must have a completed contract routing form and signed contract (per Contract Management Procedures) prior to being paid for on a DPV. DPV's & Purchase Requisitions containing contract routing forms and contracts should be forwarded to the Contract Management Office prior to processing to ensure all documentation adheres to current Policy & Procedures.



## Proof of Insurance, Please



Midwestern State University wants to ensure ALL vendors that come on campus to provide services are properly insured. In an effort to do so, purchases for services rendered on campus must be handled using the purchase requisition process.

This allows the Purchasing Department to contact the potential vendor and request an updated Certificate of Liability Insurance. This protects the University in case of an accident or injury caused by the vendor while on campus.

# University Preferred Vendors: Overnight Lodging for University Guests

A preferred vendor is a unique distinction bestowed on a few suppliers who have demonstrated the best value to Midwestern State University as a result of the competitive bid process.

The purpose of the preferred vendor is to improve customer satisfaction and reduce costs. Benefits of using a preferred vendor are:

- Maximization of overall best value to the University.
- Ease of ordering.
- Higher service levels (because these vendors have a stronger commitment to the University).
- Prices on contracts are the actual prices departments will pay (savings are realized by the ordering department).
- Improved pricing benefits everyone.
- Reduced risk due to improved contract administration.
- No bidding required.

The Purchasing Department strongly encourages departments to use preferred vendors whenever possible.

This issue's highlighted preferred vendors are Hotel/Overnight Lodging for University Guests (Contract IFB 735-15-8129). The current list includes:

- Courtyard, Marriott, Wichita Falls
- Baymont Inn & Suites, Wichita Falls
- Fairfield Inn, Wichita Falls
- Holiday Inn Express, Wichita Falls
- Homewood Suites, Wichita Falls
- LaQuinta Inn & Suites, Wichita Falls
- Wichita Star Hotel (formerly Mainstay Suites), Wichita Falls

Additional information regarding rates, locations & accommodations can be found at <https://mwsu.edu/purchasing/Preferred-Vendor-List>

## Emergency Purchases

An emergency purchase is defined as the purchase of goods or services that are so badly needed that the **agency will suffer financial or operational damage** if they are not secured immediately.

An emergency is not a department's failure to follow through with paperwork, but is defined by the answers to the following questions:

- What is the emergency and/or what caused the emergency?
- What financial or operational damage will occur if needs are not satisfied immediately?
- Why could the needs not be anticipated so that proper procedures could be followed?

If these questions cannot be adequately answered, the purchase cannot be handled as an emergency and will be subject to possible Best Value purchasing rules.



## Contract Management

Departments planning on routing a contract or agreement are encouraged to visit the Contract Management webpage for the most up to date forms. The latest version of contracts, routing sheets and the Risk Assessment Matrix can be found at

<https://mwsu.edu/purchasing/contract-management>

Additional information, such as the Contract Management Handbook can also be found there. Forms can be found in the left hand column under "Related Links".



# Save the Date: Shred Day is Approaching

The next scheduled Shred Day is Wednesday, **May 17, 2017.**

Things to remember:

- Documents must be approved before disposal. Please complete a Records Disposition Request form and submit to [cindy.ashlock@mwsu.edu](mailto:cindy.ashlock@mwsu.edu). The Records Retention Schedule and instructions for the disposition form can be found at [www.mwsu.edu/welcome/president/records-management](http://www.mwsu.edu/welcome/president/records-management).
- There is **NO COST** to your department for the shredding of your documents.
- You need to make arrangements for your documents to be at the Daniel Building Warehouse no later than 8:30 am on May 17, 2017. The earlier, the better.
- The shredder can handle paper, paperclips, staples, CD's, vinyl covers, etc.
- Boxes and totes will be left behind. If not communicated, they will be trashed. If you want them returned to your department, you will need to make arrangements prior.

## P-Card Proof of Purchase Requirements

Procurement cardholders are required to assist the University with its audit requirements. This includes providing adequate documentation for each procurement card transaction. Adequate documentation includes, but are not limited to original receipts, original invoices, packing slips, e-mails, or any other document used to explain or detail an otherwise unclear purchase.

To ensure you are providing adequate receipts or invoices, they must contain the following information:

- Name of vendor.
- Invoice/Receipt number.
- Date of purchase.
- Name of the product purchased.
- Price of the product.
- Amount of shipping and handling, or sales tax (should be \$0) charged.
- Total price that was paid.

While credit card slips may contain some of the essentials, they don't include all of the above and therefore not a valid substitution. If you are unsure about your P-Card documentation, please contact Deborah Bland @ X4740.

### PURCHASE REQUISITIONS vs. PURCHASE ORDERS

The **purchase requisition** is a formal "request" used to initiate the purchasing process. It is an internal University document used to identify the following:

- Who processed the request (end user/department)
- The name of the preferred vendor
- What goods/services are being requested
- What funds will be used to pay for the goods/services
- Who approved the request
- Any additional info needed to make an informed decision regarding the approval of the request (i.e., quotes, estimates, proposals, sole source justification forms, contracts, agreements, etc.)



Purchase requisitions are processed electronically using the Banner Finance & Document Management System. End users/departments can contact the vendor for a quote, but are not allowed to place the order.

The Purchasing Department officially places the order with the vendor using an approved/signed **purchase order (PO)**. The purchase order is the official offer issued to a seller from the University. Acceptance of a PO from a seller forms a contract between the University and vendor.

Informal and formal bids are required at certain prescribed dollar amounts. See the [MSU Purchasing Manual](#) for limits.

If a potential order cannot be processed using the Direct Payment Voucher (DPV) or University Procurement Card, it **must** be processed using the purchase requisition process and **must** be ordered by the Purchasing Department.

## Copy Paper Orders

Copy paper orders should be sent via email to [warehouse@mwsu.edu](mailto:warehouse@mwsu.edu). Order emails should include:

- Case Quantity
- Building & Room Number
- Correct FOAPAL

Paper Orders will be delivered on Fridays. Please ensure your orders are submitted before Friday morning.

### Purchasing/ Contract Management Directory

- **Stephen Shelley** ~ Director of Purchasing/Contract Management ~ X4110
- **Lori Case** ~ Asst Dir of Purchasing/Contract Management ~ X4041
- **Deborah Bland** ~ Purchasing Asst/PCard Administrator ~ X4740
- **Camille Smith** ~ Purchaser/Accounts Payable ~ X4111
- **Joe Mrugalski Jr.** ~ Purchaser ~ X4095
- **Tracy Nichols** ~ Contract Coordinator ~ X4277
- **Clint Loggins** ~ Purchasing Assistant ~ X4109
- **Shane Black** ~ Storekeeper ~ X4697