

Midwestern State University Purchasing/Contract Management Quarterly

"Your window into MIDWESTERN STATE UNIVERSITY purchasing"

Volume 1, Issue 2

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

June 29, 2017

Purchasing Quick Tips

UPLOADING BACKUP DOCUMENTS

When uploading and indexing multiple pages to your Purchase REQ, please remember to "Attach All Pages". Otherwise, only the first page will be attached. The remaining pages will be thrown into the batch list. To add multiple pages:

- Click "BDM-Add Document" Icon.
- Select "New Page, Import File & Append".
- Locate & highlight the documents you wish to add and click the "open" button.
- Click on the "New" icon button.
- Click the list button on the "Document Type" field and select "Requisition Backup".
- Click the "Save" button.
- **DO NOT CLOSE BDM**
- Click the "Attach All Pages"

Now you can exit BDM. Be sure to go back and review the documents added by clicking on the "BDM—Display Documents".

Function of the Purchasing Department

As a state agency, Midwestern State University is subject to many of the rules and regulations that have been established by the state government, as well as our own policies and procedures.

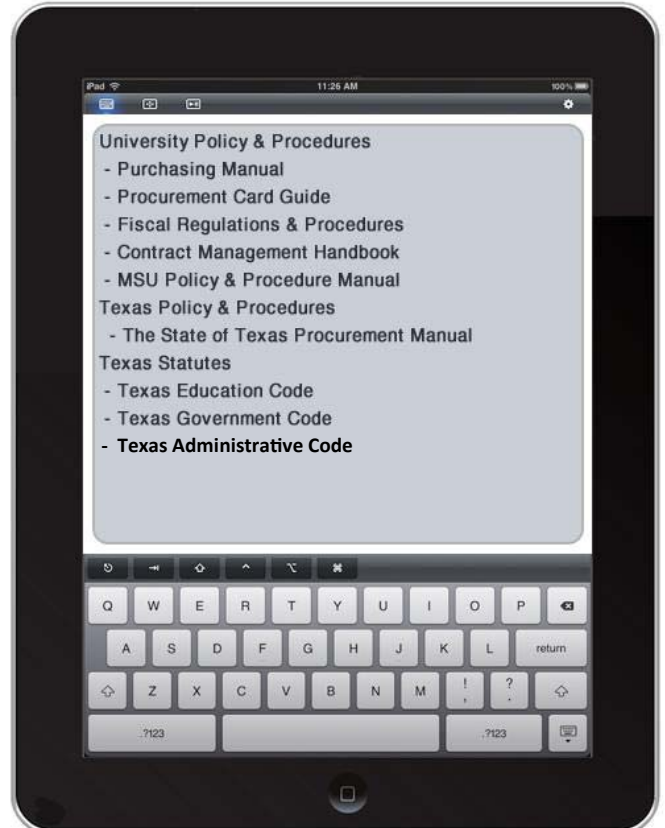
It is the responsibility of the Purchasing Department to ensure that all purchases for goods and services requested by any department at MSU are in compliance with statutes and policies.

While purchasing procedures must meet these requirements, they must also accommodate the needs of the institution and recognize the mission of the University. The needs of the various departments are as diverse as the individuals responsible for the purchasing functions within each department.

In order to meet the challenge of providing the goods and services needed by each department in a timely manner, certain levels of purchasing responsibility have been delegated to the individual departments.

All employees involved in the purchasing process for their departments are responsible for understanding the limits of their authority (as outlined within the Purchasing Manual) and for understanding the rules and policies which govern the purchasing process.

The Purchasing Department is available to provide training for individuals who perform the purchasing function for their departments. Department Heads or Administrators are responsible for directing their employees who need purchasing training to the Purchasing Department to coordinate any needed training, or refresher training.



Copy Paper Orders

Copy paper orders should be sent via email to 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.

University Preferred Vendors: Toner/Ink Cartridges

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.

This issue’s highlighted preferred vendors is Dream Ranch Office Supplies (Contract RFP 735-17-8180).

Approximately 150+ models of the most used cartridges the University uses were bid. Dream Ranch prices were consistently 20-30% lower on OEM (Original Equipment Manufacturer) cartridges than other vendor’s cartridges.

Dream Ranch is also a HUB (Historically Underutilized Business). Purchases made from Dream Ranch assist the University in achieving our HUB goals.

In an effort to assist departments in cutting expenses, the Purchasing Department strongly encourages departments to use preferred vendors whenever possible.

Purchasing/ Contract Management

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- Tracy Nichols** ~ Contract Coordinator ~ X4277
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Register Your P-Card

Did you know you can register your P-Card with [Citibank](#)?

When you register your card you can:

- Update your contact information
- Sign up for e-mail and SMS alerts
- Download and print statements
- View your current balance and un-billed transactions
- Initiate billing disputes



To register:

- Navigate to www.citimanager.com/login.
- Under **First Time Users**:
- Click the **Self registration for Cardholders**
- Select **Fill the card's data**.

If you have any questions, call Deborah Bland at extension 4740

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