



Purcha\$ing \$en\$e

A Quarterly Publication from the OU Purchasing Department

www.ou.edu/purchasing/home/index.htm

Did you know?

For the outdoor improvements to the Norman campus — gardens, fountains, sculptures, benches — the University of Oklahoma has won first place in the education category for Beautification and Landscaping in the statewide environmental competition. Gifts of over \$3 million have permanently endowed OU's gardens .

—Source,
OU Public Affairs



Remember when atmospheric contaminants were romantically called stardust?

—Lane Olinghouse

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Whether or not you agree with the statement that the globe is warming, it would appear to make sense that we should do everything we can to keep our own lives and environment as free from risk as possible. Otherwise, we'd all be drinking Drano and eating D-Con. The earth may take care of itself just fine, but there's nothing wrong with making our breathing air cleaner, our drinking water safer, and our food more nutritious. Likewise, there's nothing wrong with making our production efforts such that we don't completely deplete the fruits of the earth. To that end, the Purchasing profession has, over the years, put increasing emphasis on products and suppliers that are "sustainable." That's the single word that embodies what's been mentioned above. Whether through contracts available through E&I Cooperative, or through contracts developed by the OU Purchasing Office, sustainability is becoming more and more achievable by us all.

—Burr Millsap,

Associate Vice President for Administrative Affairs



NORMAN CAMPUS INVENTORY VALIDATION TO BEGIN

Norman campus departments have been sent Annual Inventory Receipt Forms through campus mail. We ask that these forms be completed with the required information, and then returned to the Norman campus Property Control Department. You can then expect a call from Property Control to verify a date and time to have items validated. Departments will need to know where inventory items are located, and Property Control staff will visually check the items. Inventory items are those costing in excess of \$5000, such as tools, office equipment, lab equipment, etc. Following the validation process, the State is provided a report listing all inventory over \$5000, along with items that have been recycled or disposed of through Property Control. Questions: Patty Bowman, Property Control Manager, 325-2641 or Patty.L.Bowman-1@ou.edu.

UPCOMING REGENTS DATES NOTED

Board of Regents approval is now required on procurement in excess of \$250,000, up from the previous \$125,000. If you have a purchase that requires Regents approval, please keep these dates in mind:

- ⇒ December meeting is the 2nd and 3rd, with required information due to Purchasing by October 21.
- ⇒ January meeting is the 28th, with required information due to Purchasing by December 8.

Questions? Call any Purchasing buyer, listed on Page 4 of this issue of the newsletter.

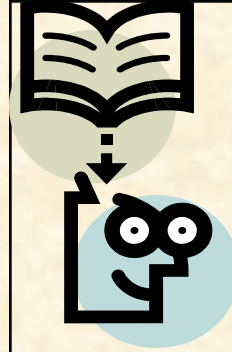
Approved requisitions are sourced by the assigned buyer to purchase order numbers through PeopleSoft.

A requisition that has a p.o. number does not necessarily mean the order has been sent to the vendor or that it is ready for invoices to be processed against it.

A purchase order in "Dispatched" status means that all required processes have been completed, and the order, if applicable, has been sent to the vendor. A dispatched p.o. will not be paid with a buyer's Pcard but is available for invoices to be processed against.

A purchase order may be in "Open" or "PO created" status for one of two reasons: 1.) All required processes to dispatch the order have not been completed **OR** 2.) The item and/or service have been ordered and are being paid with the buyer's Pcard.

If in doubt as to the status of your order please contact the buyer listed on the purchase order.



DO YOU KNOW?

The University's office supply vendor is *OfficeMax*, providing departments with competitively priced, quality office supplies, delivered to your desk, and billed to your departmental p-card. Departments may use other office supply vendors, however, payment must be by p-card. FSS and AP will not pay office supply invoices, and will return them to departments for p-card payment.

BUYING PROMO T-SHIRTS, PENS, OR OTHER "GIVE-AWAY" ITEMS?



If your Norman campus department needs to promote your department or upcoming event with t-shirts, pens, or other "give-away" items, remember:

- ⇒ You need OU Trademark-Licensing approval, regardless of the imprint (visit: www.soonersports.com/marketing/okla-licensing.html)
- ⇒ If the cost exceeds \$5000, alternate quotes from at least three OU approved vendors are needed. The Purchasing Department will be happy to obtain quotes for you, with your requirements and sample imprint.
- ⇒ Please allow at least 2-3 weeks processing time for promo type items.
- ⇒ These requirements apply to all purchases paid for through the University of Oklahoma **Norman Campus only**, regardless of event or department.
- ⇒ **Purchase of promo items for the Oklahoma City and Tulsa campuses paid through HSC AP is not allowed in most cases.** Contact HSC AP for additional information.

*Common sense is not common
—Voltaire*



OPEN ACCOUNT OR STORE CREDIT CARD POLICY

State statute prohibits University departments from opening charge accounts or obtaining store credit cards (Lowe's, Target, etc.). Departments may use the University-issued credit card for purchases up to \$5000, or request the vendor invoice the department, with payment through FSS or AP. For information about obtaining a University credit card, please contact the P-card Team, 405/325-5092.

HOW CAN MY DEPARTMENT GET www.OUisGREAT.com?

If your department needs a stand-alone domain name to conduct University business on the internet, you will need approval from the campus IT Department and University Public Affairs. Once you have that approval, Purchasing should review any agreement or terms and conditions with the domain name vendor to ensure compliance with state and University requirements. Purchasing can also recommend domain name vendors if needed. Since costs generally are less than \$5000, a requisition/purchase order is not needed, and you may use your P-card for payment, with an exception from the P-card Team, or have the vendor invoice your department.



COMPUTER RELATED PROCUREMENT REMINDERS

⇒ If you want to purchase or lease com-

puters for your department, please route the request to the campus IT Department. In most cases, IT can make the purchase or lease for you, and save money!

⇒ Software that does not need Purchasing or IT review includes any costing less than \$5000 that can be downloaded from a website, or that is "shrink wrapped" and obtained from sources like Best Buy.

⇒ If the software cannot be downloaded, but is mailed to you, it typically requires Purchasing review of the agreement before you can purchase.

⇒ Any software costing over \$5000 does require Purchasing review, and may be subject to approval of the campus IT Department.

⇒ Contact Purchasing for additional information.

REGENTS EVALUATION REQUIRED

If your purchase requires approval by the Board of Regents and is not a sole source purchase, an Evaluation Committee must be formed consisting of at least three departmental employees, in addition to the Purchasing buyer. There are no exceptions to this requirement.



Please Pay Your SAMS CLUB Invoice Promptly!

A major problem we have with Sams Club procurement is invoice payment. It is important that departments approve and process Sams Club invoices promptly. If not, Sams will stop further purchases until all invoices have been paid.

⇒ For the Norman Campus, forward a copy of the Sams receipt to assigned Purchasing buyer.

⇒ For the HSC Campus, forward the Sams receipt, with PO number referenced, to Accounts Payable for payment, and a copy of the Sams receipt to the assigned Purchasing buyer.

Thank you!



NEW COMPETITIVELY AWARDED SHIPPING CONTRACT ANNOUNCED

Through our participation in the Educational & Institutional Cooperative (E&I), we are pleased to announce a new shipping contract with FedEx, available for all OU departments. The rate structure is exceptional, and you are encouraged to sign up for FedEx service. For new or existing accounts, visit www.eandi.org. You will need an E&I password to access the FedEx agreement, and to sign up for a new account or to transfer your old FedEx account. If you have questions, contact Jamey Chestnut at FedEx, 405/834-4896 or jamey.chestnut@fedex.com.

Serving the Norman, Oklahoma City and Tulsa Campuses

University of Oklahoma Purchasing Department
2750 Venture Drive
Norman, Oklahoma 73069
405/325-2811
FAX: 405/360-0481

Purcha\$ing \$en\$e is a quarterly publication of the University of Oklahoma Purchasing Department.
Pat Corley, C.P.M., Editor
Jean Wilson, Associate Director of Purchasing



MEET

JUDY

ALBERTSON

After 25 years of faithful service, we say Goodbye to JUDY ALBERTSON, who will be retiring from OU on December 23. We'll miss her and wish only the best for Judy. Judy tells

us she has really appreciated our beautiful campus, with its trees, birds, squirrels and flowers, through her time at OU, and the great people she has met, and with many, become close friends. Judy also points to OU's generous leave policy, and the holiday shutdown between Christmas and New Year's! Asked what she plans to do in retirement, Judy responds, "I'm going to sit on my patio with morning coffee in hand and watch the birds, while not having to go anywhere or do anything but plan the day!" She also plans to play with her dogs, attend grandchildren's school activities, go to more garage sales, and travel with friends to see the great USA and Oklahoma! Sounds like Judy has a plan! Best wishes, Judy, and Godspeed!



Welcome to these new employees!

- ⇒ Alicia Evans (Administration)
- ⇒ Charity Johnson (P-card)
- ⇒ Ron Nealis (Tulsa Office)
- ⇒ Nicole Pharaoh (P-card)

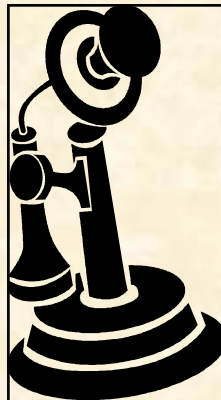
And Best Wishes to these Departing Employees

- ⇒ Kandy Chaat (Purchasing)
 - ⇒ Mark Crowell (Property Control)
 - ⇒ Carol Lindley (P-card)
- Congratulations!**
- ⇒ Randy Payton (Promoted to Manager, Tulsa Office)
 - ⇒ Craig Sisco (Promoted to Manager, Facilities Team)

**NORMAN CAMPUS
OU PROPERTY CONTROL
SURPLUS STORE
NOW OPEN FOR GENERAL PUBLIC SALES
EACH WEDNESDAY, 8:30–2:00 PM
2101 W. TECUMSEH ROAD, NORMAN**

Information: 325-2782 or visit

http://www.ou.edu/property_control/index.htm



GIVE US A CALL!

- Pat Corley, 325-4191
 - Karen Hicks, 325-9846.
 - Judy Albertson, 325-2818
 - Pam Cantrell, 325-9606
 - Kandy Chaat, 325-3308
 - Lisa Merrell, 325-4893
 - Linda Johnson, 325-2229
 - Mark Keesee, 325-8519
 - Brad Larson, 325-8965
 - Susan Mecham, 325-3091
 - Ron Nealis, 918/660-3079
 - Randy Payton, 918/660-3082
 - Kira Reyes, 918/660-3091
 - Linda Royal, 325-7079
 - Craig Sisco, 325-5261
 - Tami Tatum, 325-5097
 - Sandy Totten, 325-5090
 - Suzanne Carter, 325-5092 (P-card)
 - Patty Bowman, 325-2641
- (Property Control—Norman campus)