



Purchasing \$en\$e

A Quarterly Publication from the OU Purchasing Department

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

Did you know?

The University of Oklahoma maintains one of the three most important collections of early manuscripts in the history of science in the United States. It includes Galileo's own copy of his work, which first used the telescope to support the Copernican theory, with corrections in his own handwriting.

—Source,
OU Public Affairs



INSURANCE REQUIREMENTS FOR VENDORS

Because departments may bring vendors on campus to provide both goods and services costing less than \$5000, a review of insurance requirements may help avoid problems down the road. Insurance protects OU from vendor accidents, both personnel and property. Departments are cautioned not to bring vendors on campus without first confirming the required insurance is in place.

The State of Oklahoma requires insurance in these amounts:

Coverage Type	Minimum Amount
Workers Compensation	Statutory
Public Liability Insurance Bodily Injury: each person	\$1,000,000
Property Damage: each person	\$1,000,000
Per-Occurrence for All Claimants and Coverage	\$1,000,000

INSIDE THIS ISSUE:

Goodbye	2
DHL Update	3
Trademark Licensing	3
Peoplesoft Updates	3
Meet Sandy Totten	4
Give Us a Call!	4

When departments submit Peoplesoft requisitions to Purchasing, a buyer will check to determine if the purchase requires insurance verification, and if so, will obtain the insurance certificates prior to issuing a purchase order. Purchasing does maintain an insurance certificate file, and departments may check with a buyer to determine if a specific vendor has required insurance coverage. If not, and the purchase is less than \$5000, it is a departmental responsibility to obtain the insurance verification.

NEW PAMPHLET FOR VENDORS AVAILABLE AFTER JANUARY 1

We have revised our publication that provides vendors information about how to do business with OU, and will have it available for vendors and campus departments after January 1. This helpful pamphlet contains information about the different levels of procurement (less than \$5000, \$5000-\$50,000, and over \$50,000) and explains what is required at each level. It also provides details about invoice processing, and guidance to vendors about what they should and should not do when selling to OU. "How to do Business With OU" will be posted on our website after January 1, and additional printed copies will be available from the Purchasing office.



GOODBYE

By Pat Corley

*I wanted a perfect ending. Now I've learned, the hard way,
that some poems don't rhyme, and some stories don't have a
clear beginning, middle, and end. Life is about not knowing, hav-
ing to change, taking the moment and making the best of it,
without knowing what's going to happen next.*

~Gilda Radner

For me, the end of my 38 years at OU is at hand, as I retire on December 23. The feeling is bittersweet. I look forward to a cup of coffee and reading *The Oklahoman* in my living room each morning, not fighting the traffic between Oklahoma City and Norman, and all of the other pleasures that go with retirement.

*Retirement: It's nice to get out of the rat race,
but you have to learn to get along with less cheese.*

~Gene Perret

But then I look back over all those years, and the memory flood gates open wide. My first job was as a student employee at the Cross Center Snack Bar in 1964. Anita Johnson, former Food Service Director, hired me. It was fun, making burgers and fries, and Cokes. It was also fun going out after the 11 PM closing to the all night bowling alley on 24th Street with co-workers, then dragging myself back to my Cross Center dorm room at dawn, and struggling to make the 8 AM class. I didn't struggle enough, though, and the night life "failed" me, literally, so in the middle of the Spring semester, I took the train from Norman back home to Washington, DC to face a less than understanding father.

I always wanted to come back, and after stints at Western Union, Montgomery Ward and the Army, I returned to Norman, this time working for Central Mail Service, then Westheimer Airport, Physical Plant for 25 years, and since 1997, the Purchasing Department. I've served on almost every campus council or committee, was chair of both the Hourly Employees Council (then called the Employee Management Council) and the Staff Senate (then called the Employee Executive Council) twice! I've learned much about OU and higher education through participation in these groups, and got to know some outstanding people along the way.

*Don't underestimate the value of Doing Nothing,
of just going along,
listening to all the things you can't hear, and not bothering.*

~Pooh's Little Instruction Book, inspired by A.A. Milne

When you talk to most folks at OU about what it is they like best about working here, most respond, "It's the people." That's who I'll miss: the people—employees, faculty students—who make OU a great place to work. Many of you

have been part of my life for a long time, and while I expect I'll keep in touch, reality tells me that over time many of my OU contacts will fade as I move on down the road.

*First you forget names; then you forget faces; then you
forget to zip up your fly;
and then you forget to unzip your fly.*

~Branch Rickey

When you're 25, retirement seems like a very distant dream. Its work, work, work, get up every morning, drive to the office, deal with the frustrations and enjoy the accomplishments. It's looking forward to the Christmas break, or the end of the fiscal year, or, many times, just the end of the work day!

*Old Time, in whose banks we deposit our notes
Is a miser who always wants guineas for groats;
He keeps all his customers still in arrears
By lending them minutes and charging them years.*

~Oliver Wendell Holmes

But now it's my time to leave. Admittedly, for a while I'll miss OU. But I've got lots to do after retirement, from home improvements to church activities, to visiting friends far and wide. OU has been part of my life for a long time, and while it's hard to say Goodbye, I look forward to the next phase of my life.

Be well, do good work, and keep in touch.

~Garrison Keillor

Be well, my friends, take care, Godspeed and I hope when you get to the end of your career—whether at OU or somewhere else—you can look back with fondness.

*Happy trails to you, until we meet again.
Some trails are happy ones,
Others are blue.
It's the way you ride the trail that counts,
Here's a happy one for you.*

~Dale Evans



DHL UPDATE

Effective November 10, 2008, DHL Express no longer accepts domestic express and ground shipments unless a valid DHL account is used for payment. All domestic (USA) shipping will end January 30, 2009.

We recommend campus departments needing express shipping services utilize our contract vendor, FedEx, or UPS (a new contract and rate structure will be forthcoming for UPS.)

For additional information, contact Craig Sisco, 405/325-5261.



NOTE TO STAFF:

Change is Good!

Peoplesoft, OU's financial, procurement, and HR software, is changing! But, take heart, the changes are behind the scenes, and most of us won't notice any major changes. For the Norman campus, the new version of Peoplesoft is set to kick off December 15, while the Peoplesoft changes on the HSC campus begin January 20. Additional information is forthcoming. Check the Purchasing website for updates.



The University of Oklahoma's Office of Trademark Licensing is responsible for promoting and protecting the University's reputation by ensuring proper usage of its name and symbols.

If I am a student/campus organization or department of the University of Oklahoma, do I need to ask for approval to use a trademark of the University various products?

Yes, it is required for any interested party to seek approval from the Office of Trademark Licensing to use the University's trademarks on various products. For information, visit www.soonersports.com/marketing/okla-licensing.html.

REPEATING THIS ANNOUNCEMENT:

Please Pay Your SAMS CLUB Invoice Promptly!

Since the last newsletter, we have encountered two or three occasions when Sams Club has discontinued OU access to their stores because of past due payments. We repeat ONCE AGAIN: it is very important that campus department promptly process invoices for payment to Sams within the 45 day period stipulated by state statute. Payment delays of 60-120 days are not acceptable, and only cause problems for other departments needed access to Sams. Your cooperation is appreciated.



UPCOMING REGENTS DEADLINES

- ⇒ March 25-26 meeting, deadline to Purchasing is February 9
 - ⇒ May 14-25 meeting, deadline to Purchasing is April 2
- Contact any Purchasing buyer for additional information.



YOU'RE INVITED!
Retirement Party for
JUDY ALBERTSON and
PAT CORLEY
Friday, December 12,
3-4:30 PM

Purchasing Office
2750 Venture Dr.

Norman

Stop by for a visit and say Goodbye to these two long-time OU employees!

Nothing is as mean as giving a little child something useful for Christmas.

—Kim Hubbard

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

Purchasing \$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
SANDY
TOTTEN**

Sandy Totten has been with Purchasing since 1990, and handles products and services as diverse as property leasing for the Norman campus to the purchase of police vehicles, and a little bit of everything in between. Along with co-worker Linda Johnson, Sandy is called on often to resolve Peoplesoft problems and test new Peoplesoft software for both Norman and the HSC campuses. Her hobby is collecting stuffed bears, and she's always on the lookout for the next find! Sandy was born in Chandler, attended elementary school in Edmond, and lived 2 years of her life in Alaska, before her family moved to Moore, where she graduated from high school. Says Sandy, "I am an only child, just like my 3-year-old son Christopher, who is my pride and joy. We now live in Piedmont, and love the small community, but not the daily drive to Norman!" If you have a procurement problem, give Sandy a call at 325-5090. If she can't solve it, she will find someone who can.



Welcome to these new employees!

⇒ Nathan Baird

And Best Wishes to these

Departing Employees!

⇒ Judy Albertson

⇒ Pat Corley

⇒ Lauren Marks

Congratulations!

**To these Employees for Attaining the
Certified Purchasing Officer Designation from
The Oklahoma Department of Central Services**

Linda K. Johnson

Lisa Merrell

Craig Sisco

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

Nathan Baird, 325-5083

Pam Cantrell, 325-9606

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)