



# Purchasing Sense

## A Quarterly Publication from the OU Purchasing Department

[www.ou.edu/purchasing/home/index.htm](http://www.ou.edu/purchasing/home/index.htm)

### Did you know?

Set to open in 2010, the OU Cancer Institute is on track to become Oklahoma's first and only National Cancer Institute-designated comprehensive cancer center. Achieving this designation, the gold standard for cancer research and care in the United States, means that Oklahomans will no longer need to travel 450 miles out of state for comprehensive, state-of-the-art cancer care.

-Source,  
OU Public Affairs

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### Crimson, Cream and

### **GREEN**



In support of the University's commitment to energy conservation and sustainability, the *Purchasing Sense Newsletter* will begin featuring tips and helpful information in a variety of issues related to conservation, waste reduction and green procurement. This quarter we feature an energy-saving tip which we all can do with very little effort.

**DID YOU KNOW** a very easy way to conserve energy is by turning off our computer monitors when not in use? You should follow the recommendation of your Tier One or IT department for recommended power management of your entire PC system however the monitor itself is easily turned off when not in use for periods of 30 minutes or longer. According to the Department of Environmental Quality, over half the energy used by the computer goes to the monitor so turning it off will save significantly. A common misconception is the belief that using a screen saver also saves energy. Automatic switch to 'sleep mode' or manually turning monitors off is always the better energy-saving strategy. Making small changes in how we use our electronic devices and appliances can pay big dividends in energy savings and are easy habits to adopt, ultimately helping us to 'do our part' in energy conservation.

### And Then There Was One.....

Plans are underway to combine the *Pcard Newsletter* and the *Purchasing Sense* publication into one quarterly Newsletter from the Purchasing Department. You will see the change in next quarter's issue of the *Purchasing Sense Newsletter*. Each issue will still cover important events, training dates and handy FAQ's and we hope to better serve you with a single resource of information from the Purchasing Department.

### Secure Flight

You may have noticed that you are being asked for even more information when you travel. The Department of Homeland Security in response to a key 9/11 Commission recommendation has developed a program called Secure Flight. The mission of the Secure Flight program is to enhance the security of domestic and international commercial air travel through the use of improved watch list matching. Secure Flight conducts uniform prescreening of passenger information against federal government watch lists for domestic and international flights.



#### **How it Works**

Secure Flight matches the name, date of birth and gender information for each passenger against government watch lists to:

- Identify known and suspected terrorists
- Prevent individuals on the No Fly List from boarding an aircraft
- Identify individuals on the Selectee List for enhanced screening
- Facilitate passenger air travel
- Protect individuals' privacy

After matching passenger information against government watch lists, Secure Flight transmits the matching results back to aircraft operators.

#### **How will Secure Flight affect me?**

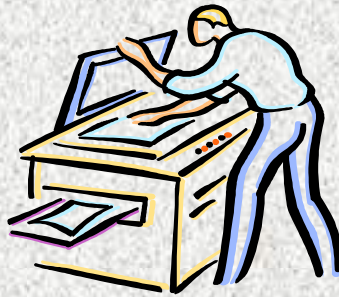
Under the Secure Flight Final Rule, TSA requires airlines to collect and transmit to TSA the following information:

- Name as it appears on government-issued I.D. when traveling (required)
- Itinerary (required)
- Date of Birth (required)
- Gender (required)
- Redress Number (optional)

After making a reservation, most passengers will not experience any differences from the way they traveled before. Under the Final Rule, similar to the process before Secure Flight implementation, a passenger may be selected for additional screening at the airport, or may be deemed ineligible to fly, if his or her name is determined to be a match to one found on a watch list. Secure Flight strives to facilitate air travel for legitimate passengers by reducing the number of individuals who are misidentified through more effective watch list matching. For more information you can go to the TSA website at [http://www.tsa.gov/what\\_we\\_do/layers/secureflight/index.shtm](http://www.tsa.gov/what_we_do/layers/secureflight/index.shtm).

### **BEWARE—Toner Companies**

Please be aware of questionable sales tactics that are used from time to time, usually by companies selling toner cartridges for copiers. The main message is that you don't have to do business with these people, and you really shouldn't. They viciously overprice their product, and they use deceptive and very questionable sales pitches. It is our understanding that one of these companies has recently "struck," and so this message is timely and appropriate. Through our cost-per-copy contracts with BMI and Standley Systems, toner cartridges are already provided as part of the lease payments, so you don't need to (and shouldn't) buy toner cartridges from anyone else. If you have any questions, please call Purchasing at (405) 325-2811.



A man who dares to waste one hour of life has not discovered the value of life. ~ Charles Darwin

### **Property Control—Norman Campus**

Property Control is located at 2101 W. Tecumseh Road, Suite B in Norman. We offer a huge selection of office furniture such as desks, filing cabinets, chairs, bookcases and tables to the departments of the university. We also have various lab and medical equipment, power supplies and smaller office supplies like hanging files, paper trays, staplers and desk accessories. Visit our website at: [http://www.ou.edu/property\\_control/reutilization/propcon\\_reutilization.htm](http://www.ou.edu/property_control/reutilization/propcon_reutilization.htm).

The Property Control Store is open to the Public on Wednesday's only from 8:30am-2:00pm. The University faculty and staff are also welcome during store hours to purchase items for personal use. Items sold during store hours have to be removed from the store by 3:00pm the following day. Property Control has a web site showing some of the items offered to the public [http://www.ou.edu/property\\_control/index.htm](http://www.ou.edu/property_control/index.htm).

Property Control is also responsible at the end of each fiscal year for reporting to the state of Oklahoma all items purchased for \$5,000.00 and over by the University. Therefore it is vital that each fiscal year we complete all department validations as early as possible. Validation forms for FY10 will be sent to departments in August 2009. Please contact [Patty.L.Bowman-1@ou.edu](mailto:Patty.L.Bowman-1@ou.edu) the Property Control Manager or [Stephenk@ou.edu](mailto:Stephenk@ou.edu) the Property Control Assistant Manager if you have any questions.

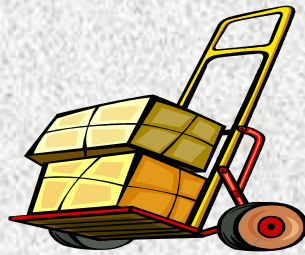


### Pcard News

Pcard team members are frequently out of the office attending meetings or assisting departments with Pcard issues. Due to this situation, you may not receive an immediate phone call or email reply back from individual team members. To ensure a prompt response, always email [proadmin@ouhsc.edu](mailto:proadmin@ouhsc.edu) or call (405) 325-2811 and one of the team members available in the office will reply to your needs.

*I feel sorry for the person who can't get genuinely excited about his work. Not only will he never be satisfied, but he will never achieve anything worthwhile.*

*~ Walter Chrysler*



### Damaged Equipment

Proper receiving procedures are critical to the purchasing cycle, whether the university department places the order or if it is ordered through the Purchasing department. If the department placed the order and it is delivered direct to the department, prior to signing the delivery receipt, the goods delivered should be checked for any signs of damage. Any damage to the package, no matter how slight, should be noted on the carrier's and receiver's delivery receipt. If concealed damage is discovered during unpacking, stop unpacking and notify the carrier, and request an immediate inspection. Save damaged packaging and cartons and, if possible, photograph the damaged shipment. The vendor should be notified immediately so that they can file a claim or make arrangements for the shipment to be sent back for refund or exchange. If the department feels the goods or equipment can still be used even if the packaging is damaged, the department should still make a note on the receiving ticket of the damaged packaging should there be unknown damage until the goods or equipment are utilized. If the order was placed by the Purchasing Department, contact the buyer who placed the order immediately, so that they can contact the vendor as soon as possible to begin the process of initiating a claim, return to the vendor for refund or exchange. Departments can contact the Purchasing department to assist if a damaged package is received.

**Requisition Examples**

The following requisitions are examples of incorrect entry due to improper grouping of multiple items to be purchased, incorrect unit of measure (UOM), and other incomplete information. All examples can potentially delay the processing of your requisition.

1) Example #1—Each line of a requisition should correctly state the item or group of same items, and correct quantity to be purchased. In the sample, the different types of furniture should be entered as separate line items, with the correct quantity for each.

Line-Schd	Item	Description	Mfd ID	Quantity	UOM	Price	Extended AmDue Date
1 - 1		Furniture for clinic		1.0000	LOT	5,847.00	5,847.00 06/30/2008
	Buyer:	Wilson, Jean					
	Vendor:	9100022424 ILO INC					
	Manufacturer-Campbell Contract						
	Ea	Equip ID	Description		Model		
	1	CC1	Bench, Fairmont 48x23x22 Finish: Medium Cherry UPS: Maharam TAI 463790/002 Spice		152B.1#03		
	1	CC2	Table, Bow Front Finish: Medium Cherry 37Wx20Dx30H		304.11TCH#03		
	2	CC3	Chair, Club, Bristol Leather: L12 #03 Medium Cherry		114CL12		
	1	CC4	Table, Round #03 Medium Cherry		304.6TRL		
					<b>Line Total:</b>		<b>5,847.00</b>
					<b>Total Requisition Amount:</b>		<b>5,847.00</b>

Send Invoice To:  
University of Oklahoma  
Street and Room Number  
Norman, Oklahoma 73019

Delivery address:  
University of Oklahoma  
Street and Room Number  
Norman, Oklahoma 73019

2) Example #2—The description of what is being purchased is confusing and not specific. This one needs to be setup in equal monthly installments and should be setup as MMO instead of LOT.

Line-Schd	Item	Description	Mfd ID	Quantity	UOM	Price	Extended AmDue Date
1 - 1		FY10, 3 CLINICAL PHARAMACISTS AT 10% FTE		1.0000	LOT	42,000.00	42,000.000 05/31/2010
	Buyer:	Wilson, Jean					
	Vendor:	9100004872 SAINT FRANCIS HEALTH SYSTEM					
	JUNE 1, 2009 THROUGH MAY 31, 2010						
					<b>Line Total:</b>		<b>42,000.00</b>
					<b>Total Requisition Amount:</b>		<b>42,000.00</b>

AGREEMENT ATTACHED

SEND INVOICE TO:  
University of Oklahoma  
Street and Room Number  
Oklahoma City, OK 73190

3) Example #3—There is only one distribution line with a system price. Each item needs to have its own line and price. Individual equipment (not systems) that are over \$5K may need to be recorded as a capital asset. All items should be listed and priced individually.

Line-Schd	Item	Description	Mfd ID	Quantity UOM	Price	Extended AmDue Date
1 - 1		Vascular System		1.0000 EA	28,725.00	28,725.00 06/30/2008
	Buyer:	Wilson, Jean				
	Vendor:	9100025072 UNETIXS VASCULAR INC				
	Unetixs Inc. Vascular Manufacturer					
	1 MultiLab LHS-T1					
	Equip # OUS-116					
	Model # Series 2 LHS-T1 Vascular System					
	System Standard Accessories					
	5 MHz Doppler probe					
	8 MHz Doppler probe					
	8' Doppler cable					
	Unique Miniature PPG Sensors					
	Parallel serial cable					
	HP Color desk jet printer					
	Cuff Sets-Please select one					
	(A)		(B)			
	6	SC10 Blood pressure cuff		6	SC10 Blood pressure cuff	
	4	SC12 Blood pressure cuff		2	CC17 Blood pressure cuff	
	2	SC12L Blood pressure cuff long		2	TMC7 Transmetatarsal cuff	
	2	PC 2.5 Digit Pressure Cuff		2	PC 2.5 Digit pressure cuff	
	Additional educational options:					
	2 day on-site RVT training with up to 9.5 CME credits					
	3 day on-site RVT training with up to 19.5 CME credits					

4) Example #4—The contact blocks are missing. There is no contact name or number, ship to address, or send invoice to address.

Line-Schd	Item	Description	Mfd ID	Quantity UOM	Price	Extended AmDue Date
1 - 1		MIRENA - PATIENT CARE SUPPLIES		480.000 EA	450.00 216,000	15,000.00 07/01/2009
	Buyer:	Wilson, Jean				
	Vendor:	9100003494 THERACOM INC				
	MIRENA ORDER 40 MONTHLY					
				<b>Line Total:</b>		<b>216,000.00</b>
				<b>Total Requisition Amount:</b>		<b>216,000.00</b>

5) Example #5—LOT is used for both lines. Each item should be separated out into it's own line and price. This will also help identify items (not systems) over \$5K that may need to be recorded as a capital asset.

Line-Schd	Item	Description	Mfd ID	Quantity UOM	Price	Extended AmDue Date
1 - 1		Video Colposcope		1.0000 LOT	33,004.38	33,004.38 06/30/2008
	Buyer:	Wilson, Jean				
	Vendor:	9100022766 OLYMPUS FINANCIAL SERVICES				
	Quote # C155461-2					
	N1010642	OCS-500 Colposcope Zoom 6X-120V				
	N1060330	OTV-SI A Office VID SYS w/o Pump: Compact integrated camera control and light source				
	N1012630	OTV-S7H-1N Visera Cam Head Angled T Angled with Moire Filter: Standard with two remote control switches				
	K10007927	IS40091 Nstream+1 Chain w/out Dicom Nstream+ Single Channel w/out Dicom 250gb				
2 - 1		Video Colposcope and Video Equipment		<u>Line Total:</u> 1.0000 LOT	9,935.60	<u>33,004.38</u> 9,935.60 06/30/2008
	Buyer:	Wilson, Jean				
	Vendor:	9100022766 OLYMPUS FINANCIAL SERVICES				
	N1010230	OCS5-SR OCS-500 System Rack				
	S239002	OCS5-LCDM Monitor Mount for OCS-500 colposcope				
	K10007295	LMD-1420MD MED Grade 14: Monitor medical grade				
	N1010130	OCS5-TVAD1OCS-500 Tv-Camera Adapter				
	N1009100	OCS5-ETVM OCS-500 Tv-Mount E-Type				
	1112043	AR-T10E Single Piece E Adapter Magnification for OTV-S5/S6/S7/SC				
	K10006201	IS50013-E34990-000 15IN 1529L Accutouch, Beige, Serial ET1529L-7CWA-1-BG-T (E34990-000)				
	K10005602	IS40087-DVD-R Disks-Pack of 100				
	K10006506	HW-HP6980 HP DeskJet Printer Use with Nstream/Nstream+				
	K10003066	DV-R Foot Switch				
	N2298030	OCS5-DCAD2 Digital Adapter				
				<u>Line Total:</u>		<u>9,935.60</u>
				<u>Total Requisition Amount:</u>		<u>42,939.98</u>

6) Example #6—1 Lot is used as the UOM. This is not the appropriate UOM since we will be billed in equal monthly installments. It should be 12 months (MMO) at \$1,250.

Line-Schd	Item	Description	Mfd ID	Quantity UOM	Price	Extended AmDue Date
1 - 1		Medical education assistance		1.0000 LOT	15,000.00	15,000.00 06/30/2010
	Buyer:	Wilson, Jean				
	Vendor:	9100002613 NEWBORN SPECIALITS				
	Medical education assistance for OU residents and students as per agreement					
	PO total based on 12 months @ \$1250					
	Beginning July 1, 2009 through June 30, 2010					
				<u>Line Total:</u>		<u>15,000.00</u>
				<u>Total Requisition Amount:</u>		<u>15,000.00</u>
	BLANKET					
	SEND INVOICE TO: University of Oklahoma Schusterman Campus Street and Room Number Tulsa, OK 74135					
	Direct any inquires regard this order to John Doe (918) 660-8000					
	This PO replaces PO 12345					



**Serving the Norman,  
Oklahoma City and Tulsa Campuses**

University of Oklahoma Purchasing Department  
2750 Venture Drive  
Norman, Oklahoma 73069



**Meet  
Brad Larson**

Brad started working at OU in 1988 in the Paint Shop and began shortly thereafter buying material for main campus. In 1995 he became a buyer for the Physical Plant and has been with Purchasing ever since. Brad enjoys working with the Physical Plant because there is never a slow day. Outside of work Brad likes spending time with his wife Karissa, playing X-Box with his son Cameron, riding his Harley Davidson and supporting the Sooners. He says, " I have spent half of my life at OU and have worked with some of the most wonderful people along the way. I'm very proud of our campus and love to show it off every chance I can."



Please join us in congratulating our Purchasing employees. Michael Parrish is a new buyer on the Medical Team and Nicole Pharaoh from the Pcard team has transferred to another OU department. Best of luck to you both!

*Purcha\$ing \$en\$e* is a quarterly publication of the University of Oklahoma Purchasing Department. Jean Wilson, Associate Director of Purchasing

**Have a Pcard question?**

Suzanne Carter—Pcard Team Manager  
(405) 325-5092  
Proadmin@ouhsc.edu

**Norman Campus**

**Need to surplus unused items?**

Patty Bowman—Property Control Manager  
Phone: (405) 325-2641 Fax: (405) 364-1961  
Stephen Kraus—Property Control Assistant Manager  
Phone: (405) 325-2782 Fax: (405) 364-1961

**Norman Campus**

**OU Property Control  
Surplus Store**

**Now open for general public sales each  
Wednesday, 8:30 AM—2:00 PM**

[http://www.ou.edu/property\\_control/index.htm](http://www.ou.edu/property_control/index.htm)

**Give our buying staff a call!**



Nathan Baird, 325-5083  
Pam Cantrell, 325-9606  
Kent Depe, 325-2818  
Linda Johnson, 325-2229  
Mark Keesee, 325-8519  
Brad Larson, 325-8965  
Susan Mecham, 325-3091  
Lisa Merrell, 325-4893  
Ron Nealis, (918) 660-3079  
Michael Parrish, 325-9846  
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