



# Purcha\$ing Sen\$e

October 2010

## Did you know?

A University of Oklahoma technology—*GeoChip*—played a critical role in an intensive study of the dispersed oil plume that formed at a depth between 3,600 and 4,000 feet some 10 miles from BP's Deepwater Horizon drilling rig in the Gulf of Mexico.

-Source,  
OU Public Affairs

## Even Conservatives Love Conservation. Save Money. Skip the Printing.

If I'm allowed to suggest it, those of us of the more conservative bent and who might be tempted toward skepticism over global climate change, can still agree that saving money is worthwhile, noble, and even laudable.

A new era of copier contracts began October 1. This is now the age of the "Managed Program for Copy and Printer Equipment and Services." Whereas the previous contract focused on keeping the *cost-per-copy* low, the new one focuses on the *overall reduction* of document handling costs. It will do this in the following ways.

Document handling should be electronic, avoiding paper printing and copying. Multifunction devices (that is, copiers that can print, fax, scan, and email) will be connected to the University network. Technology advances have *improved* the ability to electronically create, read, duplicate, distribute, and file documents. Producing and handling hardcopies is becoming less and less necessary. As you move your practices in that direction, you will drive down paper consumption and its cost. Over the longer term, smaller and less expensive multifunction devices will replace larger more expensive ones.

Where it makes sense, personal desktop / convenience printers will be eliminated. Proliferation of these printers causes a drag on your department's budget because of their acquisition and setup costs, and especially because of their ink/toner replacement. If hardcopy printing is absolutely necessary, direct it to your departmental *multi-function device* or to *University Printing Services*. Multi-function devices can now keep confidential documents secure (via passwords) until the appropriate person decides to print them.

Color copying and printing should be routed to University Printing Services. Limiting your departmental document production to black-&-white-only avoids costly color printing. Routing color work to University Printing Services demonstrates good stewardship. In most cases, completion and delivery is same-day.

When your current lease expires, you have four companies to choose from:

- |                         |            |
|-------------------------|------------|
| 1. Xerox Corporation    | Xerox      |
| 2. BMI Systems          | Canon / HP |
| 3. Sooner Copy Machines | Sharp      |
| 4. Standley Systems     | Savin      |

University Printing Services (405-325-4176) will help you choose...and *that company will*:

1. Perform an on-site study of your departmental work area.
2. Inventory each desktop / convenience printer.
3. Establish a baseline measurement of paper usage over the past year.
4. Understand your department's overall document handling needs.
5. Recommend a multifunction device solution.
6. Identify unnecessary desktop / convenience printers and provide disposition recommendations.
7. Continually work with you (training and consultation) to *electronically* (scan, fax, email) manage your documents.
8. Through time, measure the reduction of paper usage against the baseline.

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Your choice should be in line with your department's Monthly Click Rating based on the most recent year's activity (a one-sided hardcopy, for example, counts as one "click;" a two-sided one counts as two "clicks"). The target for what a "click" should reasonably cost if you substantially operate as you have in the past remains 2 ½¢ (\$0.025). Choose from among the following nine device classes. You may be tempted to choose based on Speed, but because faster devices cost more, choose based on the Monthly Click Rating that most closely matches your department's historical activity.

Class	Monthly Click Rating (monthly # of clicks)	Speed (clicks per minute)
1	6,000	25 - 30
2	10,000	35
3	20,000	45
4	25,000	50
5	32,000	55 - 60
6	42,000	65
7	57,000	75
8	70,000	85
9	90,000	95

Each class will have

1. Duplex (printing on both sides of the paper) capability
2. Auto document handler
3. Paper trays (two for classes 1 and 2; four for classes 3 through 9)
4. Finishers that will collate, staple, and offset-stack
5. Network connectivity
6. Scan and fax capability

Your lease includes the equipment, delivery and setup, training and support, toner replacement, and routine repair and maintenance. It will run for five years, and may be renewed an additional two years at reduced cost. There is no ownership at lease's end; the equipment will be returned to the supplier.

***Paper is not included. Buy your paper – importantly, recycled paper – from University Printing Services.***

As you wisely handle documents electronically you will be recognized in appropriate University reports and communications, and your department will get discounted pricing on jobs submitted to University Printing Services. If you insist on leasing a higher class of device than is reasonable your department may be charged a 10% Spendthrift Fee in addition to the lease cost.

Handling documents electronically and avoiding paper usage will save money. While this warms the heart of any good conservative, it also happily addresses the global climate change concerns of any good liberal. If I'm allowed to suggest it, it is a sure and wonderful example of Win-Win.

## **Vehicle Rentals through Enterprise Rent a Car for Norman, OUHSC and Tulsa Campuses**

The University of Oklahoma is currently utilizing the new State of Oklahoma and Educational & Institutional Cooperative's (E&I) vehicle rental contract with Enterprise Rent a Car. These contracts have exceptional pricing for the University to rent vehicles for department faculty and staff. To schedule vehicle rentals through Enterprise, OUHSC and Tulsa campuses will need to coordinate the rental through OUHSC Motor Pool and Norman campus will need to coordinate through Fleet Services. Vehicles can be rented anywhere in the country, however reservations need to be made through OUHSC Motor Pool or Fleet Services for your specific campus to obtain the low rates. You can find information on renting vehicles from OUHSC Motor Pool at <http://operations.ouhsc.edu/motorpool.htm> or Norman Fleet Services at <https://www.ou.edu/fleetservices/index.shtml>.

### **WeCar Program**

On the University of Oklahoma Norman campus a new Car Share Program for an hourly car rental service was awarded to Enterprise Rent a Car. It is called the WeCar Program and is available to students, faculty and staff. The WeCar vehicles can be found in front of the Henderson-Tolson Cultural Center in designated spots with four different types of vehicles, a Toyota Prius Hybrid, Honda Civic, Ford Fusion and quad-cab Dodge Dakota. Students, faculty and staff must register online with the WeCar website and apply for membership, providing the driver's information and paying a \$35 membership fee. WeCar contacts approved member's to schedule an orientation session and then distributes a membership card that gives 24-hour access to WeCar vehicles. Once a membership card is received, you go online to make a reservation and begin renting the vehicle from the locations where the WeCar vehicles are located. Once you are finished renting the vehicle, you can simply return it to the WeCar parking spots on campus and conclude the rental.

If you have any questions regarding the vehicle rentals contracts or the WeCar program, contact Mark Keesee at (405) 325-8519 or [mark-keesee@ouhsc.edu](mailto:mark-keesee@ouhsc.edu).

### **Need to make Changes; to Purchase Order; or Contracts?**

If you are contemplating a change to a dispatched purchase order your first call should be to the buyer who is listed on the PO to assist you. There are many legitimate reasons that a change might be necessary but the buyer will need to determine if a change is possible or legally correct before discussing with a vendor. It is important to note the buyer cannot back date a change to the purchase order to accommodate or match an invoice.

Changes or amendments to contracts also require contacting the buyer first, to determine how best to proceed. Contract amendments will require approval and signatures of both parties with correct dates so it is equally important to ask the buyer for assistance.

### OfficeMax update:

Effective October 1, 2010, the new contract with OfficeMax was negotiated and renewed. As a reminder, online OfficeMax purchases for office supplies should be placed through the designated University OfficeMax website ([www.officemaxsolutions.com](http://www.officemaxsolutions.com)) to ensure University orders are not charged tax and are quoted University E&I contract pricing.

Also added to the new contract is a new browse function to look at the OfficeMax catalog and University Pricing. Use the username and password indicated below to access the browse function. If you need assistance accessing OfficeMax online ordering or need to obtain an account number, contact Sandy Totten, Senior Buyer, 405-325-5090 or [sandy-totten@ouhsc.edu](mailto:sandy-totten@ouhsc.edu).

The new username and password for the browse function with OfficeMax is:

**Username:**     **oubrowse**

**Password:**    **officemax1**

**(Should be in all lower case)**

**Please note:**

1. When you order furniture from OfficeMax online, the price does not include assembly and installation. Assembly and installation cannot be put on your PCard since it is a service. A requisition will need to be entered and submitted to Purchasing for the buyer to apply to their PCard
2. The University has negotiated with OfficeMax to waive the \$5.95 service charge for orders under \$50.00. If you have this service charge on your invoice and need a credit, contact Sandy Totten for assistance.

### New Express Shipping Rates and Current Problems with United Parcel Service (UPS) Accounts

Effective July 1, 2010, United Parcel Service (UPS) agreed to provide the University with special discounted rates for both domestic and international air and ground express shipments. These special rates were part of a negotiation between UPS and the State of Oklahoma. To access these new rates, University departments will need to establish a new account with UPS, even if you have an existing account.

The University Purchasing department was recently notified by UPS of past-due invoices that were charged to the main University account. At this time, the University account has been placed in suspension which may affect department's UPS accounts and pick-up services. Purchasing has since determined the source of these invoices and have addressed with the individual departments so we can get these processed as soon as possible and get the University's accounts back in good standing.

If you have any questions or need additional information in setting up a new account or have any problems with your existing UPS account, contact Craig Sisco, C.P.O., Manager-Purchasing at (405) 325-5261 or [craig-sisco@ouhsc.edu](mailto:craig-sisco@ouhsc.edu).

## Pcard Tips

### July Tip-Foreign Vendors

Effective immediately payments to foreign vendors (including purchases shipped and/or billed from a foreign country) are no longer allowable transactions on the Pcard without prior approval from the Pcard Team. Questions relating to foreign vendors should be directed to Financial Support Services for Norman and the Accounts Payable Management Team for HSC.

### August Tip - SSL Certificates vs. Domain Names

While SSL certificates are allowable charges on the Pcard, domain names are NOT. Domain names are viewed as intangible products that are rented instead of owned by the University. All domain names require additional University approvals that are handled by Purchasing. SSL certificates are security protocols that allow computers to communicate. It is important to note that SSL certificates can only be paid for up to one year at a time. As always, if unsure whether a purchase is allowable on the Pcard email the Pcard team at [proadmin@ouhsc.edu](mailto:proadmin@ouhsc.edu).

## Pcard Training Dates

**HSC**- 11/11/2010, 1:30 – 3:00 pm, SCB 11

**Tulsa** - No Events Are Set At This Time

**Norman** - 11/11/2010, 8:30 – 10:00 am, OMU Sooner Room

### September Tip-Card Sleeve

The card sleeve that comes with your Pcard is a helpful tool. It has a quick reference list of purchases that are not allowable on the Pcard, the Pcard team's contact information and the University's tax exempt statement. The sleeve also serves as a way to distinguish your Pcard from other personal cards you may have in your wallet and it helps protect your Pcard from being damaged. If you have lost your sleeve or need a new one; contact the Pcard team at [proadmin@ouhsc.edu](mailto:proadmin@ouhsc.edu).

### October Tip-Adequate Documentation

It is important to make sure you receive invoices for all purchases whether they are made over the phone, online, faxed or at the physical store. An internal order form, packing slip or handwritten note is not a sufficient form of documentation. An invoice should include the total amount billed, shipping information if applicable, an itemized description of the product and the vendor's contact information. If you receive a receipt or invoice that is not itemized you should self-itemize it by making detailed notes on the invoice of what was purchased.

## Property Control FY11 Inventory Validation

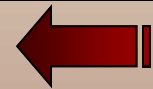
In support of "Campus Green", Property Control is e-mailing FY11 Inventory Validations Spreadsheets to departments this year instead of using campus mail. Inventory Point of Contacts will be receiving e-mails with attachments of their department's inventory as well as the Departmental Letter that will need to be completed and sent back to Property Control with a date & time scheduled to meet with Property Control staff to complete their inventory validation.

The Change of Status Forms and Temporary Equipment Use Agreements have been updated on the **NEW** Property Control website. [http://www.ou.edu/property\\_control/](http://www.ou.edu/property_control/)

The Change of Status Form is used for departments that have an item they wish to transfer from their account/department to another account/department, surplus an item, report an item lost or stolen (stolen items require a police report attached to the Change of Status Form), or add an additional item to your inventory.

The Temporary Equipment Use Agreement is required when an item is going to be moved to a different location than the location Property Control has listed. This item will remain on the departments account, only the location will have changed.

## Change in Buyer assignments for some HSC orders



You might have noticed a few changes in buyer assignments for HSC pharmaceutical, medical supplies, medical equipment and medical service. Effective October 1<sup>st</sup>, the Tulsa Purchasing Team began processing most of these orders with the goal of continuing to offer good customer service and improved response times. Only the names have changed so an introduction is in order - meet Randy Payton, Kira Reyes and Ron Nealis! Their contact information is listed below:

**Randy Payton, Manager** – 918-660-3092 or [randy-payton@ouhsc.edu](mailto:randy-payton@ouhsc.edu)

**Kira Reyes, Senior Buyer** – 918-660-3091 or [kira-reyes@ouhsc.edu](mailto:kira-reyes@ouhsc.edu)

**Ron Nealis, Buyer** – 918-660-3079 or [ron-nealis@ouhsc.edu](mailto:ron-nealis@ouhsc.edu)



**We would like to say Goodbye and Best Wishes to Lori Begarek and Emily Pierce.**

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

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

**Norman Campus  
OU Property Control Surplus Store**  
Now open for general public sales each Wednesday  
from 8:30 AM—2:00 PM  
2101 West Tecumseh Road, Norman  
Call (405) 325-2782 or visit  
[http://www.ou.edu/property\\_control/index.htm](http://www.ou.edu/property_control/index.htm)  
for more information.

**Meet**



Patty Bowman is the Property Control Manager on the Norman Campus. She has been with Property Control since April 2007.

Before joining The University Patty was a member of The Women's Rodeo Association, a chef at the Marriott Hotel and an Inventory Control Manager at a private company for ten years. Patty is a huge fan of all OU sports, traveling and drawing in pen & ink. She also enjoys hanging out with family & friends.

Patty loves being part of the OU family and says "If you don't put your heart and soul into everything you are trying to accomplish, you are wasting time."

*Purcha\$ing \$en\$e* is a quarterly publication of the University of Oklahoma Purchasing Department.

Jean Wilson, Associate Director of Purchasing

**Give Us A Call!**



***Acquisitions***

Nathan Baird 325-5083  
Pam Cantrell 325-9606  
Linda Johnson 325-2229  
Mark Keesee 325-8519  
Brad Larson 325-8965  
Heather Martin 325-2818  
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  
Sean Simpson 325-3308  
Craig Sisco 325-5261  
Tami Tatum 325-5097  
Sandy Totten 325-5090

***Pcard***

Suzanne Carter 325-5092  
Brittani Schwartz 325-4637  
Rebecca Selby 325-5081

***Property Control***

Patty Bowman 325-2641  
Eric Harmon 325-1680  
Stephen Kraus 325-2782  
Jeremy Paden 325-2701  
David Seymour 325-2782  
Dennis Winfrey 325-1680