



Purchasing \$ense

February 2012

Serving the Norman, Oklahoma City and Tulsa Campuses



You may have read in one or two previous newsletters about SciQuest coming to the Norman Campus. If you'll recall, SciQuest is a software as a service (SAAS) that provides an Internet-like shopping experience for us university employees as we purchase products and services for our departments. Your Purchasing, Financial Services, and IT departments are working feverishly to bring SciQuest to the Norman Campus. The goal is to have it up and running by this summer (June / July time frame).

Although "SciQuest" is the name of the company that provides this SAAS, the name for the tool and the experience on the Norman Campus will be "Crimson Corner." The community of catalogs that will be available to departmental shoppers will be known as "OU Supplier Catalogs," and the tag line - or motto - is "Shop Sooner Smart."



The most recent implementation activity was a focus group that was held January 10 and

Is Coming To Norman!

11 at the Meacham Auditorium in the Oklahoma Memorial Union. Around 55 people participated, including several from the Health Sciences Center (to get a glimpse of the project). The purpose of the focus group, of course, was to demonstrate the initial development ideas and to get feedback. Because the group was much larger than the usual focus group size of 7 or 8, there was a fear that people would be hesitant to speak up and provide comments or ask questions. Nothing could have been further from the truth! The participation from the large group was fantastic, generating over 100 comments, each of which the implementation team is addressing.

As we go through time and use Crimson Corner more and more, Pcard activity should decline. By doing all of your purchasing activity in Crimson Corner, you will have a complete audit trail of your purchase, from "req to check." No longer will you need to do all the things associated with Pcard reconciliation. That's the good news. As with any new process, Crimson Corner will be a change. In the beginning, certain processes may be seen as backward steps or inconveniences. This is perfectly normal and should be expected. Much of the authorization and approval steps will be moved to

the front end of the purchasing process, so the impression may be that it is slower and less convenient than using the Pcard. However, countless universities across the United States are using SciQuest very successfully and efficiently. The overall process should be more efficient, especially on the back end.

Perhaps the most important feature of Crimson Corner will be the collecting of the line-item detail of what we buy. The saying may be, "The Devil's in the detail," but so are the Angels. As we move through time, we will be better armed to stretch our budget dollars further by discovering the very best prices "out there" and working with our suppliers to deliver at those prices. That, combined with being able to look up all of our purchasing activity in a single environment, will be a huge step forward.

Stay tuned. The next focus group is scheduled for March when the participants will return to see how their initial comments have been addressed.



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Did you know?

Since its creation in 1998, OU's Office of Technology Development has created 38 companies that have generated more than \$96 million in capital, more than \$11 million in cash and more than \$30 million in current estimated equity value for the university. In addition, the companies have created in excess of 158 jobs, which pay on average nearly twice the median household income in Oklahoma.

Source
OU Public Affairs

The University of Oklahoma Board of Regents 2012 Meeting Dates

The following meeting dates for the University of Oklahoma Board of Regents are provided to assist you in your planning for any purchase over \$250,000. Purchase orders over this amount cannot be issued until first approved by the Board of Regents.

Please contact Purchasing as soon as possible for assistance to plan and allow adequate time to purchase goods or services requiring Regents approval. You will need to allow sufficient time for the bid process - in most cases this is a minimum of 3-4 weeks **prior** to the "Due to Purchasing" date. For construction projects, a minimum of 6-8 weeks is required prior to the "Due to Purchasing" date.

Please note three dates below. The 1st date is the posted Regents meeting date. The 2nd date is the deadline to submit your required information to Purchasing so an agenda item can be written. Your agenda item will be one of many written for HSC, Norman and Tulsa campuses so the lead time is very important. Required information to Purchasing includes bid results with completed matrix or approved sole source justifications, source of funding, etc. The 3rd date is the deadline Purchasing will submit the completed agenda item to Administration and Finance.

Regents' Meeting Dates – 2012	Due to Purchasing	Due to Administration & Finance
January 24-25	December 2	December 12
March 28-29	February 10	February 20
May 10-11	March 23	April 2
June 25-27	May 7	May 21
September 19-20	August 3	August 13
October 24-25	September 7	September 17
December 6-7	October 19	October 29

The dates for submission to Purchasing and Administration & Finance are projections based on currently scheduled Regents' meeting dates and subject to change. Please contact Purchasing to confirm correct deadlines to ensure an adequate timeframe for your entire solicitation, evaluation and approval process. The Purchasing main phone number is 325-2811.

We would like to welcome these new employees:

Buyer
Natasha Cagle

Receiving Tech
Steve Dannehl

Inventory Specialist
Jeremy Tucker



Best wishes as we say goodbye to the following employees:

Jean Wilson

Dennis Winfrey

Sean Simpson

Michael Parrish

"Comings & Goings"



The UNIVERSITY of OKLAHOMA

Purchasing Department
Mission Statement

The mission of the University of Oklahoma Purchasing department is to carry out the dual responsibilities of providing outstanding service and ensuring compliance with governing policies, regulations, and laws. Purchasing seeks the best value for the University through open, inclusive, and fair competition conducted under the highest ethical standards.

GOT A CONTRACT TO SIGN?

Unless you are authorized to sign contracts for OU (and most of us aren't!), all contracts and agreements regardless of dollar value, must be reviewed and signed by the OU Purchasing Department. In most cases, we will route the contract or agreement to OU Legal Counsel for review. Contracts and agreements must comply with state statutes, and often we must negotiate with the vendor to arrive at acceptable terms and conditions, and sometimes vendors will not modify their contract to comply with OU's requirements. In those cases, Purchasing cannot sign or approve the contract. Contract review and approval does take some time, so get your contract or agreement to us as soon as possible, and we'll get it back to you as quickly as we can. Thank you!

Are you advertising for an event, job, or department? We can help!

When advertising for the University, the department will need to submit a requisition to Purchasing regardless of the amount.

- Standard advertisement (newspapers, journals and periodicals).
- Employment ads
- On-line ads
- Radio ads
- TV ads

Note: With the exception of classified ads, athletics, outreach and audience development ads (the museums and fine arts events), the VP for Public Affairs must review and approve advertising.

If you have any questions on advertising, please contact Nathan Baird at (405) 325-5083 or nathan-baird@ouhsc.edu.



Norman
PC News

Hours of Operation

Property Control has a wide variety of items for departments, such as bookcases, chairs, desk, file cabinets tables, office supplies & many other items. We are open for departments Mon-Tuesday 8a.m.-4:30p.m., Wednesday's 2p.m.-4:30 & Thursday-Friday 8a.m.-4:30.

Property Control also holds a sale for the Public on most Wednesdays 8:30am-2pm .A huge selection of items no longer needed or wanted by the University is offered for sale. Check out our website www.ou.edu/property_control .

Validation of Inventory

Validation emails have been sent out for FY12, if your department has not received an email regarding your inventory, please contact Property Control so we may schedule a date & time with you. As you may or may not know, Property Control Validates items \$5,000.00 and over that the university has on inventory, found, missing or stolen. We are required by the state to report these items at the end of the validation period which is usually in July.

Pcard Cut-off Dates



Both the HSC and Norman Pcard cutoff dates for 2012 have been posted. Please remember that the cycle date range refers to the post date of a transaction and with the Works system, transactions post in 24 hours. To ensure that you are aware of the cutoff deadlines, please make yourself a reminder on the appropriate dates which are linked below.

HSC Cutoff Dates

<http://www.ou.edu/purchasing/pcard/cutoff/2012hsc cutoff.html>

Norman Cutoff Dates

<http://www.ou.edu/purchasing/pcard/cutoff/2012norman cutoff.html>

Pcard

HSC - https://webapps.ou.edu/Purchasing/pcard/training/forms/hsc/new_user/hsc_form.cfm

Training

Norman - https://webapps.ou.edu/Purchasing/pcard/training/forms/norman/new_user/norman_form.cfm

Dates

Tulsa - https://webapps.ou.edu/Purchasing/pcard/training/forms/tulsa/new_user/tulsa_form.cfm

pCard Tips

International Transaction Fee

Some cardholders might see an International Transaction Fee come through Works. Most international transactions are assessed a 1% fee by the associations (Visa, MC, Amex) and while charges to international vendors are normally not allowable, the fee is legitimate. If you are unsure what transaction this fee is attached to you will find that the Bank Transaction Number in the General Tab will be the same for both the International Transaction Fee and the transaction it is related to.

Password Reset

If you are having problems logging into Works due to an incorrect or forgotten password please email proadmin@ouhsc.edu so that the program administrators can unlock and reset your account. The option for the system to send your password via email on the login page does not function. Please keep in mind that your user ID is your six digit HR ID.

Works Report Delay

When running a report at the end of the billing cycle you will need to keep in mind that there is a delay from when you change the allocation, sign off or make notes on a transaction to when those changes will appear on the report. If you run a report and your changes are not available, run the report again in a few minutes to allow the system to update the changes.

University of Oklahoma Purchasing Department
Serving the Norman, Oklahoma City & Tulsa Campuses

2750 Venture Drive
Norman, Oklahoma 73069
Phone: (405) 325-2811

OU Property Control Surplus Store

Open for general public sales each Wednesday
from 8:30am—2:00pm

2101 West Tecumseh Road, Norman, Oklahoma 73069

Call (405)325-2782 or visit

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

Meet Ron Nealis



This edition of Purchasing \$en\$e features senior buyer Ron Nealis. Ron is located on the Tulsa campus but his name is probably familiar to many of you on all three campuses. Ron is asked to lend his buying expertise for all types of University purchases and brings a sincere desire to offer excellent customer service and procurement advice for every project he's involved in. Ron was born in Germany while his father was stationed there and spent the first fifteen years of his life as a "military brat". Ron says he used to be quite fluent in German but that was a long time ago and now just worries about understanding the lingo of three daughters ages 17, 13, and 11! Ron is quite an athlete and loves to golf, bowl and play basketball. He started honing his basketball skills while growing up in Germany and actually played a high school game against another military brat you might have heard of.....the player now goes by the nickname of Shaq?! Ron says he loves to watch his three daughters play basketball which seems to keep him busy in addition to just being "Dad". In his spare time, he loves to cook and makes sure he watches Food Network as often as he can to catch up on some good recipes. Ron, you're quite a renaissance man to be sure!



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Acquisitions

Nathan Baird 325-5083

Teresa Bernhardt 325-2847

Pam Cantrell 325-9606

Susan Hendon 325-4893

Linda Johnson 325-2229

Mark Keesee 325-8519

Brad Larson 325-8965

Susan Mecham 325-3091

Ron Nealis (918) 660-3079

Elizabeth Price 325-2818

Kira Reyes (918) 660-3091

Linda Royal 325-7079

Natosha Cagle 325-5097

Craig Sisco 325-5261

Pcard

Suzanne Carter 325-5092

Brittani Schwartz 325-4637

Rebecca Norris 325-5081

Property Control—Norman

Patty Bowman 325-2641

Stephen Kraus 325-2782

David Seymour 325-2782

Jeremy Tucker 325-1680

Eric Harmon 325-1680

Purchasing \$en\$e is a quarterly publication of the University of
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Jan Duke, Interim Associate Director of Purchasing / Property Control