

Purchasing Podium

Informational updates to Purchasing, PCard, and PCard Compliance policies & procedures

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Detailed Information, Training, and FAQs is Available Online:

Purchasing

<http://purchasing.uncg.edu>

PCard

<http://purchasing.uncg.edu/pcard>

PCard Compliance

<http://bsv.uncg.edu/compliance>

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UPDATES & INFORMATION

Purchasing Procedures

The following is an excerpt from Chancellor Brady's memo addressing purchasing procedures in the current economy:

- All spending will be carefully scrutinized and monitored.
- Purchase orders must be approved in writing by the Dean, Associate Provost, Associate Vice Chancellor or their equivalents. Departments are responsible for keeping a copy of this approval in their files.
- Purchase orders for supplies, equipment and materials needed for classroom instruction are not subject to this approval process.

Apply these budget directives to all purchases, regardless of payment method.

Can I Purchase From This Vendor?

Not if they're on the Debarred/Barred list!

Occasionally a vendor is barred from conducting business with the State of North Carolina or Federal Agencies for reasons including (but not limited to) non-compliance issues, failure to pay EProcurement fees, and unethical business practices.

It is the responsibility of the department's purchaser to verify that the vendor is not on the State or Federal lists PRIOR to making a purchase.

The State of North Carolina list is located at <http://www.doa.state.nc.us/PandC/actions.asp>. The Federal site is <https://www.epls.gov/> and is searchable by entering a vendor's name.

Both links are provided on the Purchasing and PCard websites.

FOOD ALLOWED ON THE PCARD?

Not When Traveling!

One of the major compliance issues discovered during periodic reviews of PCard packets involves the purchase of meals while traveling. Food purchases are not allowed when traveling because a per diem allowance is received for each meal.

In order to avoid having food charges on your hotel bills, give yourself plenty of time to check out. If room service, restaurant, or other unallowed charges appear on your bill, you have two choices:

1. Pay with your own card, or
2. Ask the hotel clerk to remove the unallowed charges before charging your PCard. You can pay for the unallowable charges with your own credit card or cash.

IN TRAINING! We are pleased to announce the appointment of Rachael Walker as our new PCard Specialist/BSV Systems Technician. She is 'learning the ropes' and we'll let you know when she's ready to tackle your PCard questions! In the meantime, contact Sandy Rogerson.

IS YOUR BUDGET TIGHT?

Be sure to check out two locations at UNCG where you can get surplus equipment and supplies at no cost to your department. It's a great way to save money for your area!

1. **UNCG Surplus Property, Location:** 2900 Oakland Ave.

What you can find there: Office furnishings, desks, chairs, file cabinets, computers, monitors, printers and more.

For more information: <http://warehouse.uncg.edu>

2. **Office Supply Exchange, Location:** Lower Level of North Spencer, Hours: Monday thru Friday, 8AM to 5PM

What you can find there: Non-furniture office supplies: pens, pencils, folders, desk organizers, staplers, paper and more.

For more information: <http://www.uncg.edu/rcy/news.html>

2009 TRAINING DATES

PCard Cardholder & Coordinator Trainings:

Feb 11 | Mar 11 | Apr 1 |
Apr 22 | May 13 | Jun 10 |
Jul 15 | Aug 19

Banner Finance Purchasing Requisition Trainings:

Feb 5 | Apr 9 | Jul 22 |
Sept 3 | Nov 5

Sign up at <http://utlc.uncg.edu>