

# Procurement Services Information

## CBOG November 8, 2012

This update is posted at: [www.clemson.edu/cfo/procurement](http://www.clemson.edu/cfo/procurement) under the [Announcements](#) section on left hand side of screen.

### Old Information:

- 1. ARAMARK Catering Changes:** Dining Services has updated their policy on catering in terms of addressing what does and does not need to go through ARAMARK when it comes to catering on campus. Please review the details on the new policy here - [http://www.clemson.edu/cfo/procurement/documents/Clemson\\_Food\\_Waiver\\_Infoupdated9.26.2012.pdf](http://www.clemson.edu/cfo/procurement/documents/Clemson_Food_Waiver_Infoupdated9.26.2012.pdf).
- 2. Staples / Paper Update:** As noted last month, OfficeMax has the State contract for desktop delivery of **recycled** paper. This is the preferred, sustainable purchasing option for copy paper. However, when not practical; virgin paper is available from both OfficeMax and Staples for desktop delivery. There is no contract for desktop delivery of virgin paper, so purchasing from either source is acceptable.
- 3. Graystone Advertising:** Clemson did not renew our contract with Graystone Advertising for the advertising of open positions with various publications. What that means is that you can continue to use Graystone for individual advertisements where the total value of the purchase to Graystone is <\$10K (i.e. use the normal procurement process whereby a purchase <\$10K requires price references or other justification that the price you are paying for it is fair and reasonable). If it is going to be over \$10K, then you can place an order directly with the publication (using the procurement exemption #19 for advertising) or Procurement can do a bid for the advertisement. **To summarize, you can NOT contract with Graystone for a job that is >\$10K without a bid.**
- 4. P-Card and \$2500-\$10K Purchases:** Last year, the procurement policy was changed to allow purchases between \$2500 and \$10K to be made without obtaining written bids – price references or other justification that a price is fair and reasonable is all that is required. The policy also allowed the p-card to be used for purchases in this range when the price references or other justification can be provided. However, most p-card will need to have their limits raised to make a purchase in this range. When requesting an increase in your p-card limit to Lynn Crawford, be sure to tell her you have two other price references or some other justification. Do NOT simply just send her a request to raise your limit. See here for more details on when a p-card might be appropriate to use for purchases in this range - <http://media.clemson.edu/procurement/decisiontree.pdf>
- 5. Electronic Funds Transfer Portal (Employee reimbursements):** Will be moved to Oracle Financials once all userids are loaded to FPPRD. All employees will have access to Self Service to view detail of reimbursements for the past 365 days. An announcement will be sent via Listserv or announced in Inside Clemson when the application is complete.

### New Information:

- 6. Holiday Payment Schedule** is posted on the Procurement Services website under [Announcements](#) Disbursements will process all payments (Checks, EFT, ACH, Wire) beginning in November:

Payment Date	Payments through Invoice Due Date	Checks Mailed
November 20	November 26	Electronic Payment Only
November 21	November 28	November 21
December 18	December 20	Electronic Payment Only
December 20	January 2	December 21

- 7. Staples Rebates** - Please contact Angela Wiggins if you haven't already done so, with a dept and project to be used to deposit your rebate to your budget center.

Here is the chartfield string: 14-000-4751-xxxx-130-14xxxxx .

A detailed report will be published by budget center at: P:\CUBSRPT\Staples Rebates\FY2013\Qtr1 We're waiting until all areas have provided the deposit account before completing the journal entry.

8. **buyWay\$ Training** - Has your role changed? Are you a new employee? Need a brush up on getting the most out of eProcurement? Contact [cubuyways@clmson.edu](mailto:cubuyways@clmson.edu) to set up your individual/dept. education session.
9. **buyWay\$ Roles and Workflow Annual Review:** Procurement has sent files out to Business Officers last month requesting update to personnel role and/or dollar approval limit changes. This is a required annual certification to confirm user roles and workflows within **buyWay\$**. If you have feedback for us on how we can better share accomplish and validate this effort.
10. **Upcoming Contracts** – The **new** campus Custodial Services contract has been advertised, bids received and is under evaluation with an expected award date of late December.