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## PROCUREMENT SERVICES

Volume 5, Issue 1

January 31, 2013

### • *buyWays Bullets* •

#### • Receiving

Receiving is the acknowledgement that either a good that has been physically received, is what was ordered, and is in working condition, or that a service has been completed and accepted and that it is "okay to pay" a vendor. In the instance of services or payments for a non-physical good, a receipt is simply the acknowledgement by the individual conducting the receipt that it is "okay to pay" the vendor. Receiving may take place as an "assumed receipt" 5 days from invoice in accordance with the [Negative Assurance of a Receipt](#) policy for small dollar orders (<\$2500). Refer to the [Quick Reference Guide](#) under "General Guides for All User Roles" for step-by-step receiving instructions.

#### • Use Tax / Amazon / P-Card

Have you recently received an email from Amazon pertaining to use tax? You may have received this based on personal purchases they made or based on purchases they made using a p-card for University business. If it is for personal purchases, you should consult your tax advisor as required. For University purchases, if the transaction was processed properly then either use tax was already applied or use tax was not required for this purchase and there is no action to take. If unsure, a CUBS query, AMAZON\_USE\_TAX, has been established for P-Card payments to Amazon. If you feel use tax should be accrued, please contact your



### **Surplus**

*Did you know that you can check out surplus property for your department at no cost? We may have something in the Surplus Department that you can use. Our surplus is normally screened and hauled off by the State on the 3rd Tuesday of each month, so just before that time, is the largest availability. This surplus is free for University use, so before you spend money on a new desk, chair, file cabinet, etc., stop by ASB and take a look.*

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### • Contracts and Invoices

Invoices for Contract Services should show a breakdown of all charges. Request a detailed breakdown of the charges from the supplier. If the Contract is set up based on a unit price of a "per each, per item, per hour, etc.", the Vendor must invoice according to the breakdown of the unit price charges. Refer to the soft copy of the specific contract to see the pricing details. For example, service/labor hours, should be shown on the invoice as: (12) hours x (11.75) hourly rate = (141.00) total amount due.

### • Statewide Term Vehicle Contracts

The SC Materials Management Office has posted "order cut off dates" for vehicles on the state contract. Please click [here](#) to view these important dates and details regarding the contract.

### • Travel trailer Purchase

Do you need details on how to purchase a travel trailer? Click [here](#) for instructions.

### • Donated Vehicles

Have you received a donated vehicle or are you going to? Click [here](#) for these simple steps to follow.

### • New Contracts

To check the newest contracts, [log into buyWays](#), click on "all Contracts" in the additional searches section under the simple search "Shop" box. Once on the Contract Search page, leave the box blank and click search. Sort by "Effective Date (Newest First)" to see the most recent contracts.

*have items for surplus, electronically submit the required CUBO 206 form, and then bring the items over to surplus. If you have a large amount of surplus, please send an email to [surplus@clemson.edu](mailto:surplus@clemson.edu) or call 656-2092 to make sure there is room in the warehouse before you make the trip over. You can find more information, including the CUBO 206 form on the Surplus Property Guidelines link on our homepage or by [clicking here](#).*




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