Procurement Services Information
CBOG September 12, 2013

This update is posted at: www.clemson.edu/cfo/procurement under the Announcements section on left hand side of screen.

Old Information:

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New Information:

1. **Grocery Store Charge Account (Reminder):** In 2008, we put out some guidance on setting up charge accounts at grocery stores. Guidance was summarized as follows: charge accounts can only be set up if for departments to pay for charges made with Foundations funds where a P-card cannot be used. In other instances where the charge is an allowable charge, the P-card is the method for making purchases as grocery stores. If you have charge accounts set up, departments are responsible for paying bills in a timely manner. This same guidance that applied for Bi-Lo, Food Lion and Ingles also applies to the new Publix!)

2. **Contract Database/Case Management:** It was previously discussed with CBOG that Procurement was working with the Office of General Counsel (OGC) to look at options for processing/reviewing and approving contracts. On option was to utilize buyWays. At this time, the OGC is looking to enter a contract for a case management/document management system that will be used to handle contracts across the University. The goal is to have something implemented later this Fall or early 2014. More to follow on this in coming months.

3. **Staples and p-card:** As a reminder, our contract with Staples allows users with a Clemson p-card to shop at any Staples store and when paying with their p-card at checkout, they will receive University contract pricing. Note that p-cards are updated occasionally (every quarter) with Staples, so if you are issued a new or replacement p-card, it might not be recognized at Staples immediately. Also note that shopping at Staples through buyWays is still the preferred method for shopping with Staples due to large selection, up front pricing, and next day delivery. Shopping with p-card at store is a convenience for those last minute needs.

4. **MPS Update:** Ricoh has rolled out MPS to roughly 50% of departments on campus. This month they are completing the “cats and dogs” for the administrative areas and will spend the rest of the Fall rolling out to the remaining colleges and PSA. To date they are averaging a 15% cost savings (without changing anything other than letting Ricoh provide your toner...no removing printers, rationalizing printers, etc...)
   a. **Billing** – continues to be the biggest change in printing and has raised some questions/issues. [Discussion at CBOG]
   b. **Schedule** – tentative schedule for remaining rollout: CBBS (95% complete – finish up in Nov), CAFLS (81% complete – finish in Sept), HEHD (Sept), AAH (Oct), COES (Oct/Nov), PSA (Dec)
   c. **TSP Support** – TSPs/IT support is handled differently in each area, but continues to be the biggest challenge for the actual rollout/tagging. Please help get TSP support for the rollout in order to ensure the smoothest implementation and most accurate data reporting

5. **P-Card Info:** 1) Procurement is rolling out new application forms for p-card and Sam’s Club cards that will be handled through buyWays. Idea is to have all your purchasing “requests” in one place in buyWays. Other forms/requests will soon follow as well. Look for announcement when these are put in place in coming weeks; 2) Personal charges – be aware and extra cautious when tying p-cards to Amazon or paypal. We are seeing more and more issues where people claim ignorance and that they didn’t realize until after it was done. This is going to result in cards being suspended due to unauthorized usage. It is not a matter of saying “oops” and paying back the charge; 3) employees (any State employee) can not use the p-card to pay for hotel rooms unless they are chaperoning a group of students for student travel.