Procurement Services Information
CBOG March 14, 2013

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

Old Information:

1. **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.

2. **Surplus:** As a reminder, now is the time to plan for projects where you will be surplusing equipment this Spring and over the summer. The surplus warehouse has room now, but the Surplus team can also help you plan to avoid last minute glitches when you need to turn in surplus over the very busy summer months if we can indentify inventory that we are going to surplus over the Summer. Contact them now to discuss your options - http://www.clemson.edu/cfo/procurement/surplus/index.html

New Information:

3. **Tax Discussion Material:** We recently completed tax discussions with the various budget centers and have posted materials w it FAQs on our website at http://www.clemson.edu/cfo/procurement/buy/taxes/documents/Taxtip.pdf

4. **Moving Contract:** Clemson currently has a contract with Better Office Supply Solutions (BOSS) for “supplemental moving” services – i.e. office/classroom moves, temporary storage, etc... Apartment Movers used to have this contract, but no longer has the contract. We are REQUIRED to use BOSS for this service. If BOSS is unable to help you due to their workload, please contact Procurement Services for assistance. You can request a quote from BOSS by calling 864-888-7852 or emailing betteroffices@yahoo.com.

5. **Procurement Year End Notes:**

   **A. Dates:** Guidelines for key dates to submit requisitions to Procurement for processing in time for year-end procurements. Start planning now. Requisitions received after these dates are not guaranteed to be completed by year end.

   **DATE** | **ITEM**
   --- | ---
   April 15 | Last day to submit purchase requisitions to be bid as RFP (versus sealed bid)
   April 30 | Last day to submit purchase requisitions for IT for bids over $50,000
   May 6 | Last day to submit purchase requisitions for bids over $10,000
   June 30 | Last day to receive goods or services for payment to be made against the FY12-13 budget

   **B. Encumbrance Management:**

   **Existing Purchase Orders:** The Datawarehouse supplies a daily report to see encumbrance detail. If you see money encumbered that you know the goods/services will not be received until FY 14 (> July 1, 2013), then request a change order (see below) to move the funds to account code 1350 (next FY PO).

   **New Purchase Orders (1350):** Use account code (1350) when a PO is issued in one fiscal year for the supplier to fulfill (goods/service received and invoiced) the next fiscal year. This account code is simply a placeholder to pass the PO through budget checking and does not hold (encumber) funds in the current FY. Example: A PO is issued for a fire truck in May 2013. The fire truck will not be delivered nor invoiced until August 2013. The vendor needs a PO from Clemson to build the fire truck to Clemson’s specifications prior to the Fall semester. This is an example where the PO is rolled into an expense account for the fiscal year in which the payment is made.
**New Purchase Orders (1301):** Disbursements made prior to the end of the fiscal year that is an advance payment for delivery of goods and the performance of services in the next fiscal year are reported as prepaid expenses in the current fiscal year. Examples: rent, insurance, subscriptions, airline tickets, maintenance agreements, and conference registrations. Debits to prepaid expense accounts 1301 will be reversed next fiscal year by Accounting Services.

**C. Change Orders:** Procurement will be making changes to the current “Cancel/Close PO” form in buyWays. Currently this form is only used to Cancel or Close out POs. In an effort to help with yearend encumbrance management we will be renaming the form “PO Change Request” form. We will continue to use this form to cancel or close existing POs but also will have options to help with Encumbrance Management making changes to existing POs using 1301 or 1350 accounts. This change will be coming soon. Note, this form will NOT be used to make other PO changes (changing account codes other than 1301/1350, changing pricing, vendors, etc...).