

UMBC PROCUREMENT PRESS

A quarterly publication distributed by the UMBC Department of Procurement

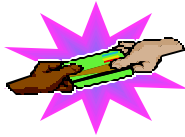


Web Site: <http://www.umbc.edu/procurement>

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P-CARD REMINDER



Procurement has just revised the P-card User's Guide to include updated and **additional** information. Cardholders and p-card supervisors are required to read the revised guide since you are responsible for complying with the State of Maryland's policies and procedures for participating in the p-card program.

Cardholders are expected to use the P-card for AJ Stationery, Rudolph's Office and Computer Supply and Ridge Printing. Please note that cardholders may order supplies online using the vendors' secure sites. If you would like to open an online account you may call the following persons:

Andy Reich, AJ Stationery 410-360-4900
Mike Trancucci, Rudolph's Office
& Computer Supply, Inc. 410-931-4150

All new or replacement Visa cards are sent by USBank to the Procurement Department. Cardholders will then be notified to bring their UMBC ID to Procurement to pick up and sign for their VISA card. If you have received your P-card directly in your department you are required to bring the card to Procurement so that you can sign for your card.

PeopleSoft P-card is an online allocation/reallocation system. Departments are expected to utilize PeopleSoft P-card ("PS P-card") to complete the required allocations/reallocations prior to the 24th of the month following the closing of the billing cycle. All Visa charges **must** at a minimum be reviewed and approved in the PS P-card system even though they may not be reallocated to another chart string. Charges that are not approved will remain in the "staged" area and not move to any chart string in the General Ledger. Any staff who will be using PS P-card should register for PS P-card training at the following website: <http://www.umbc.edu/peoplesoft>

TEMPORARY HELP

Procurement would like to remind the campus community that temporary help are not permitted to begin working on campus until the vendor receives an official university

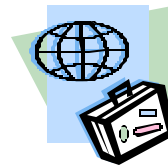
purchase order. This applies to all vendors whether or not they are on contract.

CONSULTANTS

When your department requires the services of a consultant and the cost is over \$5,000 you are reminded that competitive pricing is required. In addition to a requisition for supplies/equipment, departments must attach three vendor quotes detailing pricing and scope of work. If the consultant you wish to hire is the sole provider of their service or is specified in your grant then the following must be submitted with a requisition: 1) sole source justification prepared by the department detailing why only this consultant can provide the service you require; 2) price quote and scope of work from the consultant; and 3) if applicable, documentation from the granting agency specifically naming the consultant. Consultants are **not** permitted under any circumstances to begin work until they have received a university purchase order and executed consulting agreement. If you have any questions contact Ina Caplan at x54558.



TRAVEL



American Express has officially notified UMBC that beginning May 8, 2004 they will begin charging a \$35.00 annual membership fee to all American Express Corporate Card members. If you choose to keep your account active, you will be responsible for payment of the \$35.00 annual fee. The University will not reimburse you for this fee or any credit card fees.

If you wish to cancel your account, contact the American Express 24-hour Customer Service Center via telephone at 800-528-2122 by April 30, 2004 in order to avoid being charged the \$35.00 fee. For individuals not able to meet the April 30, 2004 deadline, the fee may be reversed if there is no activity on the card in the month of May and a request for reversal is made by June 5, 2004 to 800-528-2122.

If you have other questions about UMBC's Travel Policy, please refer to the travel web site
<http://www.umbc.edu/accounting/travel.html>

For other business related expenses, please refer to the Procurement department's website
<http://www.umbc.edu/procurement>

For other related questions, please contact Leland Beitel at ext. 52286 or via email at beitel@umbc.edu or contact Michele Kimery at ext. 53004 or via email at mkimery@umbc.edu.

PEOPLESOFT UPDATE / REMINDERS

Requisitions

As of July 1, all departments will be required to enter their own requisitions online in PeopleSoft. Departments failing to do so risk having their requisitions returned to them for entry. The only exception will be those purchases that involve the use of Revolving Equipment Loan money (see below). Two new classes have been added to the training schedule. Due to limited space, we ask that only designated requisitioners for each department sign up for training at the following website:
<http://asp1.umbc.edu/newmedia/oit/training/>

Revolving Equipment Loan

Those departments, who are approved for use of Revolving Equipment Loan funds, must continue to use paper requisitions. All requisitions using this fund type must route paperwork through the Budget Office.

Peoplesoft Change Orders

The Department of Procurement announces our new dedicated e-mail address for requesting change orders for purchase orders. The address is as follows:
pschangeorders@umbc.edu

Department requisitioners are to send an email to their Dean, Director or Department Head referencing the purchase order number, detailing the purpose of the change order and requesting approval. The approver should then forward the approved e-mail to the e-mail address above. A change order will then be issued. Departments should no longer submit paper requisitions to Procurement to request change orders to purchase orders.

Receiving

When departments process receivers for a purchase order that is set up to receive by dollars, **each invoice** from the vendor must have a separate receipt number. You cannot combine invoices.

When a vendor delivers goods directly to your office you **must** enter a receipt for the items ordered on the Purchase Order. For your reference on receiving procedures, a document titled "All About Receiving – Frequently Asked Questions" is posted on the Procurement Website located at the following URL: <http://www.umbc.edu/procurement>

PS-Support Web Site

The Campus Community needs to visit the PeopleSoft support website at www.umbc.edu/peoplesoft on a regular basis for PeopleSoft updates or to answer questions you may have regarding various PeopleSoft topics.

SOLE SOURCE FORM

The Sole Source Justification Form is available on the Procurement website. The form can be filled out on-line and e-mailed to the appropriate buyer or faxed to Procurement at 51009.

DEPARTMENTAL DELIVERY ADDRESS

In order to expedite deliveries it is essential that the Central Receiving Department have complete and accurate delivery addresses for all university departments. If your department has moved its delivery address you need to notify Bill Walker at Central receiving with your new address at ext. 52317 or e-mail Bill at wwalker@umbc.edu.

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