

UMBC PROCUREMENT PRESS

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

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PROCUREMENT CARD TRAINING

The Procurement Department together with Management Advisory Services will be conducting VISA procurement card refresher training in the University Center Ballroom Lounge. VISA cardholders and their supervisors are required to attend one of the following sessions listed below. Cardholders and supervisors do not necessarily have to attend the same session however they each must attend *one* session:

July 27, 1999	1:30 PM - 3:30 PM
July 28, 1999	10:00 AM - 12:00 PM
July 28, 1999	1:30 PM - 3:30 PM

Please R.S.V.P. to Ann Fusselbaugh or Laura Henson in Procurement at ext. 2273.

PROCUREMENT CARD FAST FACTS

The Comptroller's Office of the State of Maryland has officially begun tracking VISA purchasing card ("VISA") transactions by agency. The purpose of this tracking is to be sure that agencies are maximizing the use of the VISA card for transactions under \$2500. To do this, on a monthly basis, they look at the total number of transactions under \$2500, the total dollars associated with those transactions and then calculate what percentage were made using the VISA card.

For the month of June, 1999, UMBC did the following:

-Total Number of All Transactions <\$2500	3,358
-Total Number Using VISA	1,200
-Percentage of Number Using VISA	35.7
-Total Dollar Value All Transactions<\$2500	\$884,171.67
-Total Dollar Value Using VISA	\$305,472.52
-Percentage of Total Dollars Using VISA	34.5

UMBC is moving in the right direction towards increasing use of the procurement card. Let's keep up the good work.

DA ORDERS

Effective July, 1999, the DA order process has been eliminated. Departments have been notified to return all *blank* orders to Laura Henson in the Procurement Department. If you have any questions please contact Laura Henson on ext. 4557.

TRAVEL NOTES

When traveling overseas make sure that the spelling of your name on your ticket matches exactly to your passport. Passengers may not be permitted to board the aircraft if there is such a discrepancy.

As always, travelers are to pick up their tickets from the travel desk when the ticket is issued. It is your responsibility to check and verify that all the information on the ticket is correct. Waiting until a few days before your trip will make it more difficult to correct any errors that may have occurred.

COMPUTERS

When seeking pricing for computers on State Contract, departments should contact our representative directly (see below) or fax them a configuration for pricing. Using the web for a quote may not provide you with the lowest contract price. Once you have received a faxed quote attach it to a requisition and forward it to Accounting. Procurement will process your order as soon as it is received.

Listed below are the State of Maryland contract vendors for computer and printers:

Ismart - Acer Products
Tel: 410-379-1000
Fax: 410-379-1001

Daly Computers - Compaq Products
Tel: 1-800-DALY
Fax: (301) 963-1516

Data Networks - Dell Products
(Excluding models Inspiron and Dimension)
Tel: 1-800-283-6387
Fax: 410-823-0132

Avnet Computers - Digital Computers
Tel: 800-426-7999
Fax: 508-532-9660

Gateway Computers - Gateway Products
Lowell Chinn
Tel: 800-779-2000 25675
Fax: 605-232-2715

AV Networks - HP computer and Printers, NEC
Tel: 1-703-802-0500
Fax: 802-0798

Hartford Computer - IBM Computers
Tel: 800-370-5849
Fax: 410-646-5233

Pulsar Data Systems - AST, Lexmark, Xerox
Tel: 301-459-2650
Fax: 301-306-7268

Laptops Etc. - Olivetti
Tel: 410-527-8677
Fax: 825-1507

Consolidated Computer - Unisys Products
Tel: 410-859-5252
Fax: 410-859-2799

The UMBC Bookstore will continue to have an agreement with Tangent Computer at substantial savings. Departments should submit their Tangent requisitions under \$2500 directly to the Bookstore for processing. All Tangent requisitions over \$2500 must be forwarded to Procurement along with a second competitive price for review, or if the department chooses, Procurement will obtain a second price. A purchase order will then be issued. The method of payment for computer orders under \$2500 should be the VISA procurement card.

PROCUREMENT CARD SPECIAL EDITION

If you did not receive a copy of this publication, please contact Laura Henson on ext. 4557 in the Procurement Department.

CONTRACT VENDORS FOR OFFICE SUPPLIES

If you did not receive a copy of this memorandum, please contact Laura Henson on ext. 4557 in the Procurement Department.

PROCUREMENT SEMINARS

It is not too early or too late to sign up for the Fall Procurement Seminars. There will be two sessions (both held in the UC Ballroom Lounge) as follows:

**Session I - Monday, October 18, 1999
10:00 a.m. - 12:00 noon**

**Session II - Tuesday, October 19, 1999
2:00 p.m. - 3:30 p.m.**

Both sessions will cover the same material; however, **“Session I - Procurement for Beginners”** will be aimed at those who are new to UMBC and/or to the procurement process. Additional time is allowed in this session to provide a greater level of detail, if required.

“Session II - Procurement Pros” will focus on additions to the Department Procurement Manual as well as any updates on procedures and contracts.

MBE SEMINAR

The MBE Seminar will be held on October 22, 1999 from 9:00 - 10:30 a.m. in the UC Ballroom Lounge. This seminar is held to introduce Minority Business Enterprise vendors with UMBC.

MBE CORNER

The vendor listed below is the State of Maryland Contract Vendor for Printing.

BCP Digital Printing
4701-D Mount Hope Drive
Baltimore, Maryland 21215

BOISE WEB-SITE TRAINING

Representative from Boise Cascade will be coming to UMBC to train people how to use the web for on-line ordering. Training will be held in Room 711, Administration Building on the following dates and times: Please contact Laura Henson on ext. 4557 to sign up.

Tuesday, August 3rd 10:00 - 11:30 a.m.
Wednesday, August 4th 2:00 - 3:30 p.m.

DEPT. OF PROCUREMENT

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