

## UMBC PROCUREMENT PRESS

A quarterly publication distributed by the UMBC Department of Procurement

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



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April, 2003

### UMBC Bookstore/Dell Computers

UMBC's Bookstore has an agreement with Dell Computers for various configured computers. These computers may be modified to meet the needs of the using department. If you will be purchasing your Dell Computer through the Bookstore and the price is below \$4999, the method of payment should be the P-card. There will be no extra cost for using Visa. When the cost of the system is above \$4999, a requisition must be submitted to Procurement for processing. To expedite the purchase, Procurement will obtain the required competitive pricing. Call Ed Barabas or Cliff Coleman in the Bookstore at x53810 for computer configurations and pricing.



Tuesday, April 15, 2003 and Wednesday, April 16, 2003 8:30-12 Noon & 1:00 – 4:00, Thursday, April 17, 2003 8:30 – 12 Noon & 1:00 – 4:00.

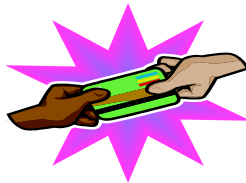
### P-Card Logs

Cardholders may use Excel or other spreadsheets to keep a log of their p-card transactions as long as the spreadsheets have all of the same information as the gold Visa envelopes. Included in that required information is the "Note" at the bottom of the envelope that states, "By initialing and dating this log, the Cardholder and Supervisor or approved designee certify that the purchases shown..." At the completion of supervisory review of the monthly reconciliation both the supervisor and the cardholder are required to sign and date Excel spreadsheets below the certification statement referred to above.

### P-Card

#### Expiration of Cards

This is to advise cardholders that some P-cards are due to expire at the **end of April, 2003**. Please check the expiration date on your cards. Procurement will be distributing replacement cards (same VISA number) in **Procurement's Conference Room, AD301**. Cardholders must bring their expiring US-Bank Visa card(s) and photo identification in order to receive a replacement card. Only the cardholder will be authorized to pick up a new card(s). The schedule is as follows:



#### Securing P-cards

This is an important reminder that all P-cards and P-card records (logs, etc.) that reference the Visa number must be secured in the department where only the cardholder and the chairperson have access. As you know, cardholders may make charges to a Visa card even though the vendor may not physically have the card. Therefore, if an unauthorized employee had access to the P-card number they could make unauthorized or fraudulent charges.



**Congratulations!**

The annual goal established by the State of Maryland for MBE utilization is 25%. It is important to continue to strive to do as much business with certified minority vendors as possible. It will take the efforts of the entire UMBC campus to reach our goal.



Congratulations to the following departments for doing a great job in utilizing MBE's with the P-card. Keep up the good work!

(Period covered 6/26/02 – 3/25/03)

- Philosophy – 45%
- English – 41%
- Political Science – 39%
- American Studies – 36%\*
- Financial Aid – 35%\*
- V.P. Administration & Finance – 31%\*
- History – 30%\*
- Financial Services – 29%\*
- LRC – 24%\*
- Social Work – 20%\*
- Student Support – 20%

\*Repeat of high MBE utilization for the same period FY 01-02

Recommendation – The Education Department used Doyle Communications (certified MBE) last year for the design and printing of their publication “Literacy Works”. This year Education will be using Doyle for the design and printing of their “ESOL Content Standards” publication. The Department of Education stated that “Doyle Communications was easy to work with and produced high quality work”.

**Think MBE when you make P-card purchases and maybe your department will be listed in our next newsletter!**

**MBE Vendors**

CCPress.Net, Inc.  
7110 Golden Ring  
Road, Suite 114  
Baltimore, Maryland  
21221

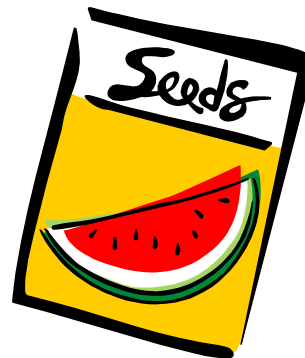
Phone: 410-574-0780  
Fax: 410-574-0793  
Contact: Patti Woodworth  
Products/Services: Graphic Design Services, Offset Printing, Direct Mail Advertising



Charm City Signs, LLC.  
711 S. Central Avenue  
Baltimore, Md. 21202  
Phone: 410-675-0100  
Fax: 410-675-4839  
Contact: Joey Maruschak  
Products/Services: Banners made from fabric, sign and advertising specialties, sign painting and lettering shop

Charles County Office Furniture  
11721 Bad Dog Alley  
Waldorf, Md. 20601  
Phone: 301-843-0002  
Fax: 301-645-2311  
Contact: Carolyn Nichting  
Products/Services: Office Furniture and Accessories

Chaloux Environmental Communications  
1056 Trevino Lane  
Herndon, Va. 20170  
Phone: 703-467-9000  
Fax: 703-471-9591  
Contact: Sandra Chaloux  
Products/Services: Marketing consultant, public relations services, business consulting services.



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***ENJOY THE SPRING!!***