NM STATE

Procurement Card Administration

January 2017

Upcoming Training Dates:

PCard Procedures for Cardholders	1/10, 2/09
PCard Procedures for Approver	1/25, 2/23
FSA-RMR Information Session	2/16
FSA—RMR Bridge to BDMS and PCard Receipt Destruction	Online

http://trainingcentral.nmsu.edu/

PCard Deadline Reminders:

Cardholder/Reconciler	
Deadlines	1/11, 1/25, 2/8, 2/22

Approver	
Deadlines	1/18, 2/1, 2/15

http://pcard.nmsu.edu/cycle-times-calendar/

Airgas and Argyle Pricing Agreements

Procurement Services has entered into pricing agreements with Airgas USA, LLC and Argyle Welding Supply Inc. Entering into these agreements will not only save NMSU money, they also allow employees to purchase **(gas & rentals)** from these vendors via the NMSU PCard.

You may now use the NMSU PCard to make gas & rental purchases from both **Airgas USA, LLC and Argyle Welding Supply Inc.**

Please take a moment to review these and other pricing agreements on the Procurement Services website http://purchasing.nmsu.edu/pricing_agreements/. You may contact Procurement Services at purchasing@nmsu.edu or 575-646-2916 should you have any questions or concerns.

Pricing Agreements -
- 201501064-P (B) Argyle Welding Supply Inc. - Expiration Date 11/30/2019 (Gas & Rentals)
- 201601032-F (S) Argyle -Expiration Date 10/24/2020 (Warehouse Materials and Supplies)
- 201501064-P (A) Airgas USA, LLC – Expiration Date 11/30/2019 (Gas & Rentals)

Sam's Club

Sam's Club is now accepting Visa cards, so Procurement Services has made arrangements, effective immediately, for NMSU departments to make purchases using Procurement Cards (PCards) at the Las Cruces and Roswell Sam's Clubs. Membership cards for NMSU will be kept in each store's accounting office. These memberships are only for official, tax-exempt NMSU purchases.

To make an NMSU purchase at Sam's:

- Inform the information desk as you enter the store that you will be making an NMSU tax-exempt purchase.

- Gather items to be purchased. Remember that NMSU business rules about allowable and PCard restricted purchases apply at Sam's Club.

- At the checkout counter, notify the cashier that this is an NMSU purchase. The cashier will get the membership card from the club's accounting office to ring up the purchases.

- Payment must be made with an NMSU PCard; no cash or checks are permitted for these tax-exempt purchases.

- Retain the receipt for inclusion in the appropriate PCard reconciliation, following the normal PCard purchase procedures.

As a result of this change, NMSU will no longer support using purchase orders for Sam's Club purchases. In addition, NMSU will not reimburse departments for separate Sam's Club memberships.

If there is an interest in pursuing memberships for use at other Sam's Clubs (Albuquerque, Santa Fe, Farmington), or there are other questions or comments, please contact Procurement Services at purchasing@nmsu.edu or 575-646-2916 should you have any questions or concerns.

ICT Software

ICT can provide a variety of software licensing campus wide at a discounted price. ICT can help departments save time and money when purchasing software. Software options are available for NMSU devices and for personal use. They are located in Hardman Jacobs Undergraduate Learning Center Room 105. You may contact ICT at software@nmsu.edu or 575-646-1840. Additional information is available at their website https://software.nmsu.edu/.