



Purchasing and Materials Management

Volume 1, Issue 1

Newsletter Date April 2013

Tip of the month

- Did you know that OfficeMax price matches competitors prices? Contact Javier Delgadillo at javierdelgadillo@officemax.com for details
- Did you know that employees can buy items from surplus auctions? Contact Oscar Escarcega Surplus Warehouse at 575-646-3129 for

GREETINGS AGGIE COMMUNITY!

Welcome to the first edition of New Mexico State University Purchasing and Materials Management newsletter. Our office is committed to providing information to our customers that will assist them in obtaining goods and services. The goal of this newsletter is to provide information, helpful tips and give guidance that will help with everyday issues. Purchasing and Materials Management is composed of Central Purchasing, PCard Administration, Risk Management, Materials Management, Central Receiving and Property Administration. This newsletter is dedicated to provide information related to each sub-unit, so our customers will have a better understanding of where to obtain help and guidance on specific topics. The staff at Purchasing and Materials Management hopes you find this newsletter helpful as a guide for your everyday needs.



Upcoming Training Dates:

Banner Finance	4/30
Banner Finance	6/5
Pcard Policies	5/9
Pcard Policies	6/12

<https://trainingcentral.nmsu.edu/>

Pcard Deadline Remainder:

Cardholder Recon Deadline	
May	5/1, 5/15 & 5/29
June	6/12 & 6/26

Approver Deadlines	
May	5/8 & 5/22
June	6/5 & 6/19

In order for procurement card purchases to be included in FY13 expenses, purchases must post to the statement on or before June 20, 2013. These purchases will be posted to your index in Banner on July 5, backdated to FY13.

Breaking News

Sole Source Procurement is utilized in special circumstances when only one source (vendor) is available for a required service or item of tangible personal property. During the legislative session, Senate Bill 182 was passed and signed by Governor Susanna Martinez and will affect how sole source procurements are awarded. The new law requires that at least thirty days before a sole source is awarded, the purchasing office shall post notice of the intent to award on its web site. Departments should build in this additional thirty days into their timeline for sole source purchase orders. This becomes law 7/1/2013. Stay tuned for more information on how this affects your procurements .

Procurement Card

The procurement card (PCard) is a tool that allows departments to procure items with a convenient and simple method. The most common purchases on the card include office supplies, on-campus business meals and departmental memberships or registrations.

The use of the PCard is not intended to circumvent the system by avoiding purchase orders as these are still needed for purchases of capital equipment and for purchases over \$2500. Guidelines on the use can be found in the NMSU Business Procedures Manual Chapter 4: Section 04.00.45. The PCard is not intended to be utilized for travel and meal expenses or for reservations of such expenses.

Historically, NMSU has 950 active cards across the campus with over 1,000 users. In a calendar year NMSU spends around \$16million using PCards with an average transaction of about \$200, resulting in the processing of over 57,000 transactions.

Monica Rodriguez is the Procurement Card Administrator.

Unauthorized Purchases:

All purchases require an approved Purchase Order or PCard payment before goods or services are obtained. Purchases not properly authorized with an approved Purchase Order or PCard maybe a personal obligation of the person originating such a purchase. Contact Purchasing for assistance to avoid an unauthorized purchase.

Requisitions:

When a Department enters a requisition through Banner for a purchase, it is recommended to wait to hear from a Buyer before sending in supporting documentation (quote, proposal, contract, etc.) This will ensure it gets to the appropriate Buyer and one avoids sending in documentation multiple times.

Vendor Questionnaire:

When a Department sends in a vendor questionnaire to set up a vendor on Banner, please provide department contact information. You will receive an email notifying you once the vendor has been setup.

Insurance:

New Mexico State University is insured through the State of New Mexico Risk Management Division. If you have an incident, accident, theft, etc., a notice of incident is the proper way to get the claim started. The form is available on the Central Purchasing Website at: <http://www.nmsu.edu/~purchase/For%20Employees.html> .

Central Property / Surplus Warehouse

Central Property/Surplus Warehouse is responsible for tracking all tagged inventory and for properly disposing of surplus inventory. All inventory items that are over \$1,000 are tagged with a specific tag depending on the source of funding.

All disposals of University-owned inventory are reported to the Board of Regents (BOR). The Central Property office provides a report of the inventory with status changes. Examples include items that are unaccounted for, have been cannibalized (used for parts), are in excess to the needs of the University or have been stolen. The report is forwarded to the State Auditor for final approval before removal from the Banner system.

All surplus items are re-allocated or auctioned within our Public Surplus system (publicsurplus.com). NMSU departments may select items to be re-allocated to their office by registering on the Public Surplus system and claiming items . They are available on a first-come first-served basis. NMSU employees may personally register as a regular customer and bid on items for personal purchase.

Oscar Escarcega oversees the surplus processes in Central Property. Maribel Palacio is the primary contact for Annual Inventory questions.

Material Services

The University Warehouse, a sub-unit of Purchasing and Materials Management, is established to facilitate materials management needs, primarily for Facilities and Services (FS) and Housing & Residential Life.

FS shops and Housing Sub-warehouses may requisition materials and equipment through the Warehouse by utilizing a Material Request in the AiM System . Materials and supplies will not distributed without an approved Material Request.

Fulfillment of materials' requisitions and equipment is facilitated through existing inventory, utilizing the first-in, first-out method. Items not readily on hand are purchased with open purchase orders or the Procurement Card.

Ed Allbright is the Supervisor overseeing Material Services.

Meet our Staff

Meet Renette Apodaca, our Director of Purchasing and Materials Management and an NMSU Alumni with a Masters in Public Administration. She has been with NMSU for the past 4 years and was recently promoted from Assistant Director to Director. In October of 2012 she received certification as a Certified Public Procurement Officer (CPPO). In her spare time she enjoys sports, the outdoors and spending time with her 3 daughters & granddaughter.



Contact Information

Department:	Phone:	Main Email:	Website:
Risk Management	575-646-2916	purchasing@nmsu.edu	http://www.nmsu.edu/~purchase/For%20Employees.html
Central Purchasing	575-646-2916	purchasing@nmsu.edu	http://www.nmsu.edu/~purchase/
Vendors	575-646-2916	Vendors@nmsu.edu	http://www.nmsu.edu/~purchase/For%20Vendors.html
Procurement Card	575-646-2916	pcard@nmsu.edu	http://www.nmsu.edu/~purchase/PCard/index.html
Central Property	575-646-3139	property@nmsu.edu	http://property.nmsu.edu/
Surplus Warehouse	575-646-3129	property@nmsu.edu	http://property.nmsu.edu/
Material Services	575-646-1550	edall@nmsu.edu	