



# Purchasing and Materials Management

Volume 1, Issue 3

Newsletter Date July 2013

## New Purchasing Forms:

With new changes in procedures come new forms; to ensure you have the most updated form, please visit the Administration and Finance Forms page.

<http://www.nmsu.edu/~boffice/forms/index.html>

## New Process Improvement:

Purchasing is scanning and emailing all purchase order(s) directly to the Departments. The purchase order(s) will be e-mailed to the Banner requisition requestor or a departmental group e-mail (if Purchasing is notified).

## Upcoming Training Dates:

Banner Finance	8/7
Pcard Policies	7/17
Pcard Policies	8/14

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

## Pcard Deadline Reminders:

Cardholder Recon Deadline	
July	7/10 & 7/24
Approver Deadlines	
July	7/3, 7/17 & 7/31

## Vendor Resource Expo 2013



You are cordially invited to attend NMSU Purchasing and Materials Management Vendor Resource Expo! It will be held on August 7, 2013 at the NMSU Golf Course Club House from 10:00 a.m. to 2:00 p.m. For your convenience we will have a courtesy open shuttle to take you to and from the event. Tentative pickup/drop-off locations will be at Corbett Center and Hadley Hall.

Be on the lookout for more information as the Vendor Resource Expo approaches. Hope to see you there!

## Copier Renewals

Copier Renewals (Spectrum, Xerox, PTS, DSI, Ricoh, etc.) for fiscal year 2014 will be processed beginning July 18, 2013.

Unrestricted funds - Purchasing will be adding a line item to existing Purchase Orders for FY 14 expenditures.

Restricted funds - Purchasing will issue a new Purchase Order for FY 14 expenditures.

For funding changes, a *funding change request form* is required and must have all necessary approvals for purchasing to process. Departments and Copier Suppliers will be sent a copy of the Purchase Order once it is complete.

## Business Procedures Manual Changes

The Business Procedures Manual (BPM) has been updated and enhanced to reflect updated purchasing thresholds and information related to the procurement card. We have also added a "Green Purchasing" section. Please take the opportunity to go out and look at the chapter in its entirety to familiarize yourselves with our new information.

The updates are found in Chapter 4 of the BPM and are available at [http://www.nmsu.edu/~boffice/bpm\\_2009/BPM\\_2009.html](http://www.nmsu.edu/~boffice/bpm_2009/BPM_2009.html).

## New Assistant Director



Jack Provencio has been selected as the Assistant Director for Purchasing and Materials Management. He has been with New Mexico State University for 19 years and has extensive knowledge in procurement. Congratulations Jack!

## Central Property

Central Property has begun the preliminary work for the annual inventory process. More information will be distributed in the next few months regarding training dates, scanning procedures and deadlines.

### 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 initializing an unauthorized purchase.

### Vendor Questionnaire:

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

## Material Services

The University Warehouse would like to thank all its customers for their patience and understanding during the annual inventory closure. This year's inventory was done in record time with minimal corrections necessary. Great job Warehouse Staff!!

Please note that the Warehouse is open to new stock item requests for shop use. A form is available at the Warehouse counter for consideration.

## Certificate of Insurance

NMSU is insured through the State of New Mexico Risk Management Division. A new certificate of insurance is available at the Purchasing website for the coverage period 7/1/2013 thru 6/30/2014. <http://www.nmsu.edu/~purchase/For%20Employees.html> .

## Meet our Staff

Meet **Oscar Escarcega**, our Inventory Control clerk for the Surplus Warehouse. He has been an NMSU employee for over 14 years and counting. A few of the departments that have enjoyed having Oscar as part of their team include Housing, University Material Services and Central Property.

Oscar is responsible for overseeing the surplus warehouse, receiving, recording, relocating and selling excess surplus thru PublicSurplus.com. Oscar greets everyone he meets him with a huge smile and makes everyone feel very welcome. He was born in El Paso, TX and relocated to Las Cruces. He attended Las Cruces High School. (Go Bulldogs!) His hobbies include spending time with his daughters, cars, drawing and riding his motorcycle.



## Contact Information

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