



Purchasing and Materials Management

Volume 1, Issue 4

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TIP OF THE MONTH

Change Orders

Electronic Change Orders are processed through Banner when an increase of \$500.00 or more is needed on a Purchase Order.

A manual change order form is required when changing index and/or account numbers on an existing purchase order. This form is required for any dollar amount change and can be found on Administration & Finance Forms webpage.

Non-monetary changes require an email sent to purchasing@nmsu.edu, please include PO number, vendor name and description of requested non-monetary change.

Updated Forms:

To ensure you have the most updated form, please visit the Business Affairs website:
<http://bfweb2.nmsu.edu/AFForms>

Upcoming Training Dates:

Banner Finance	11/5
Pcard Policies	11/7

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

Pcard Deadline Reminders:

Deadline	
Cardholder/ Reconciler	Nov. 13 & Nov. 27
Deadlines	
Approver	Nov. 6 & Nov. 20

Welcome Leland Kiehne to Our Team!

We are pleased to introduce Leland Kiehne as our new Business Service Officer/ Associate VP for Administration and Finance. Leland has been with New Mexico State University for 29 years and comes to us from NMSU University Accounts Receivable, where he served as Director.

We look forward to and are excited for the opportunity to work with him.

Welcome Leland!



Help Wanted!

In order to process your requisitions in a more timely fashion, we need your assistance with the following:

- If you are utilizing a federal grant or contract, please put the grant or contract number in the document text of the requisition
- Please provide an adequate description of the items/ services that you are purchasing in the item text of the requisition. Include information such as: general description, model number, etc.
- Don't forget the freight charges
- Don't forget the sales tax on services; NMSU is tax exempt on goods but not on services.
- A Buyer will contact Requisitioners for quotes and back up documentation, please hold on to these until they are requested.
- Requisition document text is used to document information that pertains to the entire requisition/ PO.
- Requisition item text is used to document information that pertains to a specific line item on the requisition/PO.

Encumbrance Release

An encumbrance release is the process of freeing spare monies not needed on a purchase order. The encumbrance release can only be initiated when a vendor has fulfilled its obligation and has received full payment. The most accurate balance left on a purchase order can be obtained on Banner FGIENCD screen.

To initiate an encumbrance release a department may:

1. Submit to Accounts Payable (A/P) a vendor's last payment invoice marked as "FINAL INVOICE", A/P will make payment and release any monies left on Purchase Order.

OR

2. Email the Purchase Order number, Vendor name and amount of monies to be released to purchasing@nmsu.edu.

When seeking an encumbrance release, a department should keep in mind any multi-year contract(s) that might be associated with a purchase order. If one exists, an encumbrance release should only be requested at the termination of the contract.

Pcard Purchases

Pcard users may utilize the PCard to purchase goods and limited services. The business procedures manual section 4.40.61 has information regarding the PCard program. Additionally, below is a chart of common allowed and un-allowed purchases. Please contact Monica Rodriguez at pcard@nmsu.edu for further assistance.

Filing an insurance claim

Did you know part of the Central Purchasing Office includes Risk Management? Our office takes care of insurance claims for NMSU. If you have a situation with NMSU property damage, NMSU property theft, NMSU vehicle accident damage, liability claims and related issues, we need to know about it promptly. A notice of incident form is available on our website and is required within three (3) days after incident. Not filing a timely notice of incident can affect eligibility for insurance coverage. Please contact Renette Apodaca or Rose Coca at 646-2916 for further information.

Vendor Questionnaire

When sending in a vendor questionnaire for processing, make sure and provide a department contact email. You will be emailed a notification that the vendor has been set up in Banner and the corresponding vendor id number.

Office/Building Repairs, Improvements, Remodels

Are you looking to spruce up your office or building? Don't forget to contact Facilities and Services if your office or building needs a repair, remodel, or improvement. This will ensure compliance with any building permits, state licensing, bonding and/or insurance.

Allowed Purchases	Un-allowed Purchases
Office Supplies	Capital Equipment (item over \$1000)
Business Meals using on-campus food vendors	Hotel & Airplane Reservations
Newspaper advertisements	Vehicle Rentals
Business Cards	Gasoline
Small Tools	Uniforms
Shipping of non capital equipment	Liquor, Beer or Wine
Animal Food	Tips
Magazine Subscriptions	Deposit payments
Tax on Services	Tax on Goods

Looking for a Vendor ID Number

Before having a vendor complete a vendor questionnaire, please search in Banner to see if one exists. This can save time and unnecessary paperwork.

The following are steps to search a vendor in Banner:

1. Access Banner Screen FTIIDEN
2. If you are looking for a **Company Name**, in field **Last Name** type %vendor name% (no spaces between characters)
3. If you are looking for an **Individual**, in field **Last Name** type %vendorslastname% and in field **First Name** type %vendorfirstname%
4. Hit **F8** or **Execute Query** button to finish search.

***Please note using the % symbol acts as a wildcard in Banner and helps in identifying vendors that have any combination of the name you entered.**

Meet our Staff

Meet Mary Garcia; she works for NMSU Materials Warehouse as a Materials Services Technician. She has been with the University for 8 years and has previously worked with PSL, NMSU Bookstore, and Housing. Currently, she orders materials for the Facilities and Services shops and the Housing Sub Warehouse. She enjoys Bingo, playing with her granddaughter and the Oakland Raiders.



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	nmsuproperty@nmsu.edu	http://property.nmsu.edu/
Surplus Warehouse	575-646-3129	nmsuproperty@nmsu.edu	http://property.nmsu.edu/
Central Receiving	575-646-7709 Amanda 575-646-3111 Brenda	amasambr@nmsu.edu bmoore@nmsu.edu	http://www.nmsu.edu/~purchase/
Material Services	575-646-1550	edall@nmsu.edu	