



Purchasing and Materials Management

Volume 1, Issue 5

Newsletter Date May 2014

FY14 Requisitions

Requisitions for FY14 that cannot be issued a PO by 6/30/14 will be deleted by Purchasing and a new FY15 requisition will be needed. A Purchasing Buyer will notify department of the deletion and request the department to enter the new requisition.

Procurement Card (PCard):

PCard transactions that post to Wells Fargo by 6/19/14 will be posted into Banner for FY 14.

All PCard transactions posted to Wells Fargo after the deadline will post in Banner FY 15.

Upcoming Training Dates:

Banner Finance	6/3
PCard Policies	6/11

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

PCard Deadline Reminders:

Cardholder/Reconciler	
Deadlines	May 14 & 28 June 11 & 25
Approver	
Deadlines	May 7 & 21 June 4 & 18

GO AGGIES!!

Central Purchasing Office has ten NMSU Alumni and a few adopted honorary Aggies working hard every day to provide excellent customer service to our NMSU Community.

(Photo Top: Jack Provencio, Leonard Banegas, Sujei Aguilar, Beth Clair, John Kuckens, Franklin Godinez, Renette Apodaca, Angie Ronquillo. Bottom: Rose Coca, Kelly Covert, Denise Faucher, Elsa Henry and Susie Quinones)



Deadlines for FY 14

As per the Administration and Finance Year-End Calendar, the following deadlines are related to Purchasing:

6/2/14	FY 15 open for processing
6/2/14	FY14 requisitions greater than \$60,000 should be completely approved by departments
6/6/14	FY14 requisitions between \$20,000 and \$60,000 should be completely approved by department and purchase should be received and paid by 6/30/14
6/13/14	FY14 requisitions between \$0 and \$19,999 should be completely approved by department and purchase should be received and paid by 6/30/14
7/7/14	PCard transactions through 6/19/14 will be posted into Banner

Additional year-end dates can be found at: <http://af.nmsu.edu/>

Insurance Coverage Deductibles

State of New Mexico Risk Management Division has announced the deductible for physical damage to property claims will increase July 1, 2014. The deductible for theft of property will remain the same.

The deductibles are:

Type of Coverage	Current Deductible	Deductible Effective 7/1/14
Physical damage to property	\$1,000 per occurrence	\$2,500 per occurrence
Theft of property	\$5,000 per occurrence	\$5,000 per occurrence

Renewal Notices

Central Purchasing Office sent out an email on 4/2/14 regarding renewal notices for rentals, maintenance agreements, and Service Open Orders to Departments. Please return these renewal notices to Central Purchasing Office documenting your desire to renew or terminate an agreement/open order. If you choose to renew an updated quote from the vendor is required and signature from your fiscal monitor.

Encumbrance Releases

- Check FGIENCD (Banner screen) to ensure Purchase Order (PO) is still open.
- If PO is open and has a residual balance email the PO number, vendor name and amount of encumbrance release to purchasing@nmsu.edu.
- If the PO is open and has a zero balance, there is no need to request a PO closure, these zero balance POs will automatically close at year end.

Office Max/Office Depot

Office Max and Office Depot have merged companies. Our contract has not been impacted, NMSU employees may utilize Office Max or Office Depot for their office supply needs. Our Customer Service Representative is Ivan Resendez, he can be reached at 915-594-4051 Ext. 203 or ivan.resendez@officedepot.com.

Did you miss a past newsletter?

They are available on the purchasing website at:

<http://purchasing.nmsu.edu/newsletters/>

Copier Renewals

Copier Renewals (Spectrum, Xerox, PTS, DSI, Ricoh, etc.) for fiscal year 2015 will be processed beginning July 17, 2014.

Unrestricted funds - Purchasing will be adding a line item to existing Purchase Orders for FY 15 expenditures.

Restricted funds - Purchasing will issue a new Purchase Order for FY 15 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.

Central Purchasing will release encumbrances on prior fiscal year copier purchase orders; there is no need for Departments to request an encumbrance release related to copier lease/rentals.

Changes

NEW TERMINOLOGY: "Service Open Order" purchase orders will be labeled as "Open Order". These POs may be set up for services or goods. By identifying them as "Open Order", the terminology is accurate and does not limit them to services. These types of purchase orders encumber a lump sum of money and multiple invoices are paid against the encumbrance until the balance is depleted. These POs must follow the same procurement requirements as a regular purchase order.

NEW PROCESS IMPROVEMENTS: Central Purchasing Office will be utilizing a process in Banner that will automatically email requisition originators the file copy of a Purchase Orders (PO). Currently, purchasing staff prints, scans and emails the file copy of the PO to department requisition originators. It will change to an automated process. A requisition originator will receive an email from purchasing@nmsu.edu with the PO file copy as an attachment. Be sure to check your Junk E-mail folder for these emails.

If the purchase is \$3,000 or less, the vendor copy of the PO will also be emailed to the requisition originator for the department to distribute to the vendor.

For purchases that exceed \$3,000, a Purchasing Buyer will distribute the vendor copy of the PO to the vendor.



Farewell to Rumaldo "Mister" Paz

Rumaldo "Mister" Paz will be retiring on May 31st after 23 years of employment with NMSU. He served as Assistant Supervisor at the Material Services Warehouse and supported the Facilities and Service Shops. We want to thank him for his years of service and wish him well in his future endeavors. Good Luck Mister!

Contact Information

Department:	Phone:	Main Email:	Website:
Risk Management	575-646-2916	purchasing@nmsu.edu	http://purchasing.nmsu.edu/for-employees/
Vendors	575-646-2916	Vendors@nmsu.edu	http://purchasing.nmsu.edu/for-vendors/
Procurement Card	575-646-2916	pcard@nmsu.edu	http://pcard.nmsu.edu/
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	amasabr@nmsu.edu bmoore@nmsu.edu	http://purchasing.nmsu.edu
Material Services	575-646-1550	edall@nmsu.edu	http://warehouse.nmsu.edu/