

# Purchasing and Materials Management

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### Safety First

Be cautious with your personal items that you bring to work. New Mexico State University has insurance on University owned property only. You might consider leaving personal items at home because they are not covered by NMSU insurance. Always safeguard your items.

**Equipment Custodian** – employee with physical custody of property; person that uses the property.

**Equipment Manager** - employee that conducts or manages the annual physical inventory for the department.

### **Upcoming Training Dates:**

Banner Finance	1/13
Pcard Policies	11/13

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

### **Pcard Deadline Reminders:**

Cardholder/Reconciler	
Deadlines	10/1, 10/15, & 10/29
Approver	
Deadlines	10/8 & 10/22

## Vendor Resource Expo 2014

Come out to the second annual Vendor Resource Expo! It will be held on October 16, 2014 at the NMSU Golf Course Club House from 10:00 am to 1:00 pm. For your convenience we will have a courtesy open shuttle to take you to and from the event. Pick ups will begin at 9:30am and will run until 1:30pm. Pickup locations are at Hadley Hall East Side and Corbett Center 2nd level East Side.

For more information: <http://purchasing.nmsu.edu/wp-content/uploads/sites/53/2014/09/Small-one-EXPO-Flyer-2014.pdf>



## Annual Property and Equipment Inventory

As you complete your annual inventory make sure you verify the location, equipment custodian and equipment manager for each item. This can be done by either running a inventory report from the property inventory system or looking up the asset in Banner-FFIMAST screen.

If you need assistance running a report on the property inventory system, please contact Financial System Administration at 646-6727 or BFHRtech@nmsu.edu.

When utilizing the Banner FFIMAST screen, you will need to input the property tag associated with the item that you are verifying.

If any discrepancies exist, please email [AFR\\_Property@nmsu.edu](mailto:AFR_Property@nmsu.edu) to update the location, equipment custodian or equipment manager.

## National Procurement Institute Achievement of Excellence in Procurement 2014 Winner

New Mexico State University Central Purchasing Office was awarded the Achievement of Excellence in Procurement award for the third consecutive year.



## Funding Changes on Purchase Orders

When you process a Purchase Order Funding Change Request Form, make sure and document if the current index is being termed. This information should be included in the explanation for the change of funding. If the current index is being termed, a new Purchase Order will be required. If the current index is not being termed, a line may be added to the existing Purchase Order.

## Procurement Card Finance Transactions

Beginning in October 2014, procurement card transactions loaded into Banner Finance bi-weekly will have a unique finance document number assigned to each cardholder's transactions.

Historically, bi-weekly transactions were loaded with one finance document number for all users. This change is occurring so imaging of backup into Banner Document Management System (BDMS) can be added in the future.

If you have read this Newsletter, contact Denise at [denisef2@nmsu.edu](mailto:denisef2@nmsu.edu) for a chance to win a gift card.

(expires 10/31/2014).

## Did you miss a past newsletter?

They are available on the purchasing website at:

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

# Purchase Order Tolerance Rules

- Freight on an invoice can be paid if total is under \$500.00; however Accounts Payable department will send the department an email for approval of charges.
- If the PO is over the original amount, no matter if it has one line or 10 lines, the overage can be paid if under \$500.00; however Accounts Payable department will send the department an email for approval of charges.
- Any additional items on the invoice, but not on the PO, can be paid if under \$500.00; however Accounts Payable department will send the department an email for approval of charges.
- For PO's that are for services, tax can be paid if under \$500.00; however Accounts Payable department will send the department an email for approval of charges

# Description Please

It is very important when you are entering a requisition to document a detailed description of what you are buying. This helps the vendor send you the correct item (s) and helps out NMSU Central Receiving verify your shipment and tag it correctly.

Incorrect	Correct
Computer	HP Computer HP 840 G1 Notebook PC HP Product #D1F44AV HP E231 23 inch monitor

Remember you can use line item text in the requisition for documenting this information.

# Professional Service Contracts

A purchase order and signed professional service contract must be completed prior to a vendor commencing any work. When obtaining contract signatures, please ensure you obtain the College Dean or Department Head signature. The current updated Professional Service Contract is available on the Administration and Finance Forms page.

# Meet Susie Quiñones

Susie is our office Senior Fiscal Specialist, she takes care of our office needs and supervises our support staff.

Susie has made NMSU her home for the last 26 years and loves it. She has met many wonderful people, and some have become life-long friends. She enjoys seeing our students grow and become productive members of society. Her willingness to help others makes her a great asset to our team.

Susie loves the outdoors, meeting people, spending time with her family and friends, as well as going on bike rides. Her favorite football team is the Philadelphia Eagles.

