



# Purchasing and Materials Management

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### FY15 Requisitions

Requisitions for FY15 that cannot be issued a PO by 6/30/15 will be deleted by Purchasing and a new FY16 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 6/18/15 will be posted into Banner for FY 15.

All PCard transactions posted to Wells Fargo after the deadline will post in Banner FY 16.

## Deadlines for FY 15

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

6/1/15	FY 16 open for processing
6/1/15	FY15 requisitions greater than \$60,000 should be completely approved by departments
6/5/15	FY15 requisitions between \$20,000 and \$60,000 should be completely approved by department and purchase should be received and paid by 6/30/15
6/12/15	FY15 requisitions between \$0 and \$19,999 should be completely approved by department and purchase should be received and paid by 6/30/15
7/3/15	PCard transactions through 6/18/15 will be posted into Banner

## End of Year Purchase Order Clauses

08 Delivery Before July 1 – Use for FY 15 requisitions during dual year period

14 Delivery After July 1 – Use for FY 16 requisitions during dual year period

63 End of Year Payment Delay – Gives notice to vendors that Accounts Payable will not pay prior fiscal year (FY15) invoices between July 10 to July 17. However, FY 16 invoices will still be paid.



### Upcoming Training Dates:

Banner Finance	5/13
PCard Policies	5/21 & 6/9

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

### PCard Deadline Reminders:

Cardholder/Reconciler	
Deadlines	May 13 & 27 June 10 & 24
Approver	
Deadlines	May 6 & 20 June 3 & 17

## Professional Services Contracts & IRS SS-8 Form

The IRS places the responsibility to determine if a worker should be classified as an employee or independent contractor on the employer. In order for Purchasing to make the correct determination you may be asked to fill out an IRS SS-8 form. The information gathered on the form will be used to make the correct classification to be in compliance with the IRS.

## Reimbursement Over \$100

An employee may purchase goods and/or services out of pocket and process a request for reimbursement on a [Reimbursement Voucher](#) when an urgent situation exists. An urgent situation is defined as a situation where a purchase is required due to some urgency of need and cannot follow the standard purchasing procedures, either for lack of access to departmental Procurement Card (PCard) or requisitioning, as it occurs after normal working hours. Purchases which could have been reasonably pre-planned or anticipated are not considered urgent.

If an urgent situation exists and is in excess of \$100, a justification memo approved through the Dean or Director/Department Head's office must be submitted with the Reimbursement Voucher, explaining the urgency. The CPO Director will review the justification memo to approve reimbursement.

## Renewal Notices

Central Purchasing Office sent out an email in April 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](mailto:purchasing@nmsu.edu).

## Tax

New Mexico State University is a tax-exempt entity. NMSU tax exempt number appears printed at the front of all our procurement cards. This number must be given to all vendors at the time of purchase to honor our tax exempt status when purchasing goods. NMSU does pay sales tax on services and construction. A copy of our tax information can be found on our at the Purchasing Website <http://purchasing.nmsu.edu/for-employees/>.

## 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 2016 will be processed beginning July 13, 2015.

**Unrestricted funds** - Purchasing will be adding a line item to existing Purchase Orders for FY 16 expenditures.

**Restricted funds** - Purchasing will issue a new Purchase Order for FY 16 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.

# Did you know you could have used your PCard?

Purchasing receives numerous purchase requisitions that could have been put on a PCard. Save yourself some work and consider the PCard before processing a requisition.

The benefits include:

- A vendor questionnaire is not needed
- No Banner requisition processing time
- Obtain your items immediately
- Vendor gets paid instantly

Check the Business Procedures Manual (BPM) for PCard policies and ensure the vendor will accept a PCard. <http://af.nmsu.edu/bpm/>

# Gift Cards and Gift Certificates

Before purchasing gift cards and/or gift certificates, ensure you know the policy. The policy is located in the Business Procedures Manual (BPM) Section 5A.30. The IRS considers gift cards and gift certificates as cash equivalents and therefore there are control measures in place. The single limit is \$25.00 or less and requires to be purchased on a Purchase Order. When processing a requisition for this type of purchase ensure the payment term is NET 1.



# Farewell to Denise Faucher

Denise Faucher will be retiring on May 30 from NMSU. She served as an Administrative Assistant for the Central Purchasing Office. We will miss her wit and sense of humor. We appreciate her hard work and dedication. Denise will be following her dreams and be retiring in Wickford Village, Rhode Island.

# Contact Information

Department:	Main Email:	Website:
Risk Management	<a href="mailto:purchasing@nmsu.edu">purchasing@nmsu.edu</a>	<a href="http://purchasing.nmsu.edu/for-employees/">http://purchasing.nmsu.edu/for-employees/</a>
Vendors	<a href="mailto:Vendors@nmsu.edu">Vendors@nmsu.edu</a>	<a href="http://purchasing.nmsu.edu/for-vendors/">http://purchasing.nmsu.edu/for-vendors/</a>
Procurement Card	<a href="mailto:pcard@nmsu.edu">pcard@nmsu.edu</a>	<a href="http://pcard.nmsu.edu/">http://pcard.nmsu.edu/</a>
Central Property	<a href="mailto:nmsuproperty@nmsu.edu">nmsuproperty@nmsu.edu</a>	<a href="http://property.nmsu.edu/">http://property.nmsu.edu/</a>
Surplus Warehouse	<a href="mailto:nmsuproperty@nmsu.edu">nmsuproperty@nmsu.edu</a>	<a href="http://property.nmsu.edu/">http://property.nmsu.edu/</a>
Central Receiving	<a href="mailto:amasambr@nmsu.edu">amasambr@nmsu.edu</a> <a href="mailto:bmoore@nmsu.edu">bmoore@nmsu.edu</a>	<a href="http://purchasing.nmsu.edu">http://purchasing.nmsu.edu</a>
Material Services	<a href="mailto:edall@nmsu.edu">edall@nmsu.edu</a>	<a href="http://warehouse.nmsu.edu/">http://warehouse.nmsu.edu/</a>