

# Procurement Services Newsletter

June 2016

## PROCUREMENT REMINDER

### Sole Source:

Effective March, the Sole Source Justification form has been updated and is required for sole source purchase request. If you have any questions regarding this process please contact Harry Smithson at 683-5107. The form can be found on our website [forms page](#) along with Procurement Service's most up-to-date forms.

### Year End:

Departments are responsible for ongoing monitoring of their open eVA purchase order encumbrances in Banner. Open encumbrances can be accessed by budget code using the FGIOENC screen in Banner. Open encumbrances with balances less than \$500 will automatically be liquidated and closed on **July 29, 2016**.



Procurement Services is happy to announce [our new Surplus Property website](#). Departments will be able to view Surplus Property available for departmental use. The surplus items posted are for Department use only for the redistribution of functional equipment designed to save money and combine resources throughout the University community. You can browse the items by going to the Procurement Services website and locating the **Surplus Property** link on the far right side under our Forms link.

### Surplus Property

Surplus Property page contains surplus items available for use by University Departments.

 [Surplus Property](#) ▶

**New Training Opportunity!** Contract administration is an integral part of the procurement process and important to ensuring contract compliance, maintaining quality and value-added services, and fostering successful University-Contractor partnerships. Procurement Services will hold required Contract Administration training for University staff designated as Contract Administrators for term contracts. This training is also available for any University staff who participate in the procurement process. [Register Here](#)

### DATES:

Tuesday July 12<sup>th</sup>, 9-11 am Chesapeake Room in Webb Center

Tuesday August 16<sup>th</sup>, 9-11 am River Rooms in Webb Center

## FYI

- The optimal web browser to use for eVA & BOA Works (PCard) is **Google Chrome or Firefox**. Internet Explore does not work.
- International Travel is no longer allowed on the PCard.
- Sub account codes in eVA should be determined by unit price of line item.
- Reminder: users must receive all goods/services in Banner within **3 Business Days** of receipt to remain in compliance.

### Upcoming Trainings

#### eVA & eReceiving

July 28<sup>th</sup>, 8:30-11:00 am

August 18<sup>th</sup>, 8:30-11:00 am

Please e-mail [Katie Markle](#) if you would like to attend a training.

### Staff Updates

Congrats to [Janis Hall](#) on her new position as the Procurement IT Solutions Officer.

Please welcome [Erin Kyer](#) to Procurement Services in her new role as Procurement Program Coordinator. She will serve as backup administrator for the PCard Program as well as work with the Contract Administration and SWaM Programs.

Procurement Services saved the University **\$1,607,100** for FY16 YTD.  
These are direct cost savings for individual requesting departments.