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.

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 12th, 9-11 am Chesapeake Room in Webb Center
Tuesday August 16th, 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

<table>
<thead>
<tr>
<th>eVA &amp; eReceiving</th>
<th>Staff Updates</th>
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<tr>
<td>July 28th, 8:30-11:00 am</td>
<td>Congrats to Janis Hall on her new position as the Procurement IT Solutions Officer.</td>
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<td>August 18th, 8:30-11:00 am</td>
<td>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.</td>
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Please e-mail Katie Markle if you would like to attend a training.

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