



# NORTHERN ARIZONA UNIVERSITY

## Contracting and Purchasing Services

The Contracting and Purchasing Services department "CPS" provides purchasing, contracting, accounts payable, claims, insurance, surplus, shipping and receiving, and property administration services to NAU departments.

### ANNOUNCEMENTS

CPS will be at the CSAC Mixer on March 25th from 1:30 p.m. - 4 p.m. Come visit our booth for prizes and helpful information!

The P Card Reconciler Conference is April 2nd from 8 a.m. to 12 p.m. at the du Bois Center. Contact [PCard@nau.edu](mailto:PCard@nau.edu) to reserve your spot.

The "Vendor Listing" report in [Enterprise Reporting](#) has been updated to include small, minority-owned and women-owned businesses. This is an excellent resource to help departments meet diversity procurement requirements.

### CPS TIPS

#### Emailing Documentation to Accounts Payable

When emailing documentation to A/P, include the vendor name and amount of the invoice in the SUBJECT LINE of your e-mail. PO/RC numbers should be on the invoice and do not need to be included in the body of the e-mail or in the subject line.

#### Use of P Card

As a reminder, NAU P Cards are permitted for use only by the employee named on the card. Sharing cards or card information can result in fraud and is considered a violation of NAU policy. Employees who need a P Card can submit an application to [PCard@nau.edu](mailto:PCard@nau.edu).

### WELCOME!

We are excited to welcome the following to the CPS team:

Danielle Brainard, Accountant Associate  
Campus Supply  
928-523-8045  
[Danielle.Brainard@nau.edu](mailto:Danielle.Brainard@nau.edu)

Jocelyn O'Neill, Administrative Assistant  
Contracts, Insurance and Claims  
928-523-6093  
[Jocelyn.ONeill@nau.edu](mailto:Jocelyn.ONeill@nau.edu)

Jonah Oliver, Material Supply Storekeeper  
Campus Supply  
928-523-6414  
[Jonah.Oliver@nau.edu](mailto:Jonah.Oliver@nau.edu)

### MISSION CRITICAL

CPS was instrumental in negotiation of the contract with Coconino County that will allow for NAU's use of property at Rogers Lake for its new artist-in-residency program.



One of the many inspiring views from the Rogers Lake Property.

CPS assisted NAU's Admissions office in negotiating 89 contracts with hotels and catering companies to support recruiting efforts during the period from 1/1/14-1/1/15. These recruitment events take place in a variety of regional states including Arizona, California, Colorado, New Mexico, Idaho, Oregon, Washington, Alaska and Hawaii.



# Accounts Payable and Materials Management

MARCH 2015

## Accounts Payable's Visits to Departments on Campus

A/P staff, Connie, Nancy, and Brenda, continue campus visits:

- January 16th, they visited with staff from Health and Human Services, to include Albert Sandoval the Fiscal Operation Manager as well as representatives from the Phoenix Biomedical Campus attending via webcam.
- March 3rd, they met with the great group from EMSA and discussed some of the issues specific to their department.
- March 4th, they met with CPS's neighbors in Facility Services and discussed new processes Facility Services is working on, which are designed to improve efficiency.

## Accounts Payable Hits 100,000 Vouchers

On February 19th A/P entered its 100,000th Voucher in PeopleSoft. The voucher was keyed in by Nancy Yazzie for payment to Mission Linen Supply. Michael Watkins successfully ~~guessed~~ CALCULATED the date the 100,000th voucher would be entered and was awarded many "0" shaped goodies from A/P. Good job A/P! Very calculating Michael!



## Capital Asset Accounting

Whether you are initiating a requisition or changing an account code on a P Card transaction, please remember to enter the correct code for capital assets (7803XX). A capital asset is an individual item that has a value of \$5,000.00 or more. An asset's value consists of all normal and necessary expenses to make the asset ready for its intended use, to include but not limited to freight charges, sales/use tax, installation, assembly and testing charges. These expenses should be calculated as part of the individual asset's value.

Example of a capital asset requisition or P Card transaction:

1 Laboratory Oven	\$4,999.00	
Shipping	\$400.00	
Use Tax	\$279.94	
Total	\$5,678.94	This <b>IS</b> a capital asset.

Example of a non-capital asset requisition:

10 Cameras	\$10,000.00	
Tax	\$830.00	
\$10,830.00		This is <b>NOT</b> a capital asset because each camera is \$1,083.00.

Example of a non-capital asset P Card transaction:

1 Computer	\$1,050.00	
Tax	\$87.15	
\$1,137.15		This is <b>NOT</b> a capital asset.

If you have any questions on capital asset accounting codes please call Property Administration at 523-6391.

## Master Contracts at NAU

NAU campus departments quite often use the same vendors such as Foliage Unlimited, Total Rental and Clear Aire Audio for routine daily operations and many of these vendors require a contract for each transaction. Since all contracts need to be signed by an authorized signatory, CPS negotiates with frequently used vendors such as these to see if the vendor will enter into a "Master Contract" with NAU. The terms of Master Contracts are negotiated to allow NAU departmental representatives the ability to sign the vendor's contract without further involvement of CPS. A list of current Master Contracts can be found on our [website](#). When choosing to use a Master Contract, please check the website to make sure the contract is still active. If you do not see a particular vendor on the list and would like to explore the possibility of establishing a Master Contract with that vendor, please contact the Contracts Division of Contracting and Purchasing Services at [NAU-Contracts@nau.edu](mailto:NAU-Contracts@nau.edu). Please note that these Master Contracts are for low dollar spend and do not take the place of the procurement process for purchases greater than \$5,000. For information regarding the procurement process, contact [NAU-Purchasing@nau.edu](mailto:NAU-Purchasing@nau.edu).

## NAU Property Damaged or Stolen - We want to hear from you!

We know that while you do everything you can to safeguard NAU property, sometimes damage or theft can occur. If NAU property in your custody has been damaged let us know, we can help recover the loss. Fill out the online damage report at <http://nau.edu/ICS> and clicking on "Damage Report". CPS will coordinate with State Risk Management (aka The Arizona Department of Administration, Risk Management Division) to file a claim. Any loss over \$100 may be considered for coverage. Rock chips to windshields are also covered, even though they are less than \$100.00. Please contact [NAU-Propriability@nau.edu](mailto:NAU-Propriability@nau.edu).



Recovered \$2,458.12



Recovered \$728.03

## Who can drive a State Vehicle, including NAU's Motor Pool?

Only employees or registered volunteers of NAU who are authorized drivers are allowed to drive NAU vehicles.

The Arizona Department of Administration Risk Management Division (ADOA RMD) administers NAU's insurance. Insurance covers employees and registered volunteers while driving in the course and scope of employment or authorized volunteer activities. Driving an NAU vehicle on personal business is not allowed.

NAU students can drive an NAU vehicle if employed by NAU or if registered as a volunteer and they are driving in the course and scope of employment or authorized volunteer activities. Students cannot drive as a registered volunteer for a class they are enrolled in or for a field trip for which they would receive class credit. In other words, a student cannot register as a volunteer to drive on a field trip. A registered volunteer, by definition, does not receive a benefit for volunteering.

Examples of when an employee or registered volunteer **can** drive an NAU vehicle:

- Driving to attend a conference out of town.
- Driving their class, as a faculty member, on a field trip.
- Driving for NAU authorized business purposes, e.g. running business errands or picking up supplies for NAU.

Examples of when an employee or registered volunteer **cannot** drive an NAU vehicle:

- Driving to attend a non-work related activity.
- Driving for personal convenience such as a run/stop to get coffee /snacks at a nearby gas station for break or a run/stop to pick up lunch.
- Driving as a registered volunteer on a field trip where the registered volunteer is enrolled in the class.
- Driving family members or any non-essential person to accomplishing the purpose for which the NAU vehicle is dispatched.

Please contact [NAU-Insurance@nau.edu](mailto:NAU-Insurance@nau.edu).



# Purchasing Services

## Competition Saves \$\$

A Request for Proposal (RFP) is a competitive solicitation that encourages competition among suppliers in order to obtain best pricing, ensures suppliers are qualified to perform NAU's work, and results in a contract that meets NAU's project requirements. A competitive solicitation is required in order to procure goods and services when the total project will exceed \$100,000.00. Recently, services such as student car sharing, radio broadcasting and ticketing have been procured using this process.

Recently an RFP was utilized to procure scuba instruction for the Campus Recreation department. The contract was awarded to ScubaHolix.

In addition to providing semester long courses in which students receive five in-class lectures and 40 hours of dive time, ScubaHolix also offers free Discover Scuba sessions hosted by Campus Recreation Services.

These free Discover Scuba sessions are an excellent opportunity for those who want to try scuba diving for the first time; naturally, CPS had to try. Baily and Glenn decided to test it out. Not only did Baily and Glenn learn basic safety guidelines and skills, they actually had the opportunity to breathe underwater and swim around under the supervision of Professional Association of Diving Instructors (PADI) Expert and ScubaHolix owner Chris Magan. For more information on these free sessions check out the Campus Recreation [website](#) or visit ScubaHolix on [Facebook](#) for upcoming events.

Not only did this solicitation make it possible for NAU to provide expert scuba diving instruction, it did so at a 65% savings!

Contact CPS for any project over \$100,000.00 and for any project where an RFP might save your department money, the project does not have to exceed \$100,000.00!



Photo by Danielle Brainard



Photo by Danielle Brainard

*Check Out our Scuba Video!*

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## Updated Commodity List

Purchase orders are assigned by buyer based on the type of goods or services a department is seeking to procure. For questions regarding a specific commodity reach out to the assigned buyer for assistance.

For an updated commodity list, please visit the CPS [website](#). If a commonly used category has been removed or is not listed please contact CPS for assistance. We would be happy to help you determine the correct category.

## Foreign Vendor Process

Departments seeking to hire or reimburse foreign individuals or businesses are encouraged to reach out to CPS prior to issuing payment.

Foreign vendors providing goods or services to NAU within the United States are required to provide copies of working documents as well as tax information though NAU's Glacier software.

To initiate the foreign vendor's set up in Glacier; contact Kim Henrie with Human Resources. Please include the vendor's contact e-mail, the type of service/goods provided, the amount being paid, the date the service will be performed or goods received, and any supporting documentation.

For questions regarding this process please contact [Baily Williamson](#) at 928-523-6099.