



# NORTHERN ARIZONA UNIVERSITY

## Contracting and Purchasing Services

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

Becky McGaugh, C.P.M. Executive Director

BUYING

TIMES

AUGUST 2015

### ANNOUNCEMENTS

#### New Contract Signing Authority

President Cheng recently delegated signature authority to departmental personnel to sign hotel contracts on behalf of NAU valued at \$5,000 or less. These types of contracts no longer need to be submitted to the Contracting unit for review, negotiation, and authorized signature. The Contracting unit will continue to be a resource should you have any questions or need assistance.

#### CPS Seeks Your Feedback

If you have not already done so, please take a moment to complete a [brief survey](#). This survey provides users with a chance to offer valuable feedback to CPS and will be open until September 15th, 2015. We look forward to hearing from you.

#### Loss Prevention

On May 1, 2015, the responsibilities of the Loss Prevention Coordinator were shifted to Contracting and Purchasing Services. Aaron Kaminski, Insurance/Claims and Contracts Administrator, has been appointed to serve as NAU's Loss Prevention Coordinator. Please see page three for additional information.

#### Updated Vendor Application

Please use the updated vendor application or substitute W-9 form, available on the CPS [website](#), for new vendor entries.

#### New Hours at Property Surplus

Property Surplus is now open for retail business weekdays from 12:00 p.m. – 4:00 p.m. Property Surplus will conduct pick-ups and deliveries will be accepted weekdays from 8:00 a.m. – 11:00 a.m.

#### Bike Sale

Get ready! The Yellow Bike sale will be Friday August 28th from 9:00 a.m. – 3:00 p.m. at the University Union Fieldhouse, [Building 30](#) and will continue on Saturday, August 29th, from 9:00 a.m. to 12:00 p.m. at Property Surplus, [Building 47A](#).



### WELCOME!

We are excited to welcome Samantha Cayo to the CPS team and to congratulate Ken MacFerren on his new position with Property Surplus.

Samantha Cayo  
Administrative Assistant  
Purchasing  
928-523-6293  
[Samantha.Cayo@nau.edu](mailto:Samantha.Cayo@nau.edu)

Ken MacFerren  
Stock/Inventory Assistant  
Property Surplus  
928-523-6097  
[Kenneth.MacFerren@nau.edu](mailto:Kenneth.MacFerren@nau.edu)

# GET TO KNOW CPS

## Accounts Payable

The Accounts Payable unit is responsible for paying vendor invoices, processing non-travel expense reimbursements and refunds.

Accounts Payable questions can be sent to [NAU-AccountsPayable@nau.edu](mailto:NAU-AccountsPayable@nau.edu).

Accounts Payable staff includes:

Carol Luckey, Assistant Director, Purchasing  
 Connie Raney, Accounts Payable Coordinator  
 Brenda Hooten, Accounting Specialist  
 Nancy Yazzie, Accounting Specialist  
 Rhonda Guy, Accounting Specialist

## Campus Supply

The Campus Supply unit is NAU's central receiving and stores operation. Campus Supply stocks approximately 2,000 items in its warehouse and is capable of ordering just about any item needed. The Shipping and Receiving function of Campus Supply receives and delivers materials ordered from off-campus vendors to departments. Campus Supply questions can be sent to [NAU-CampusSupply@nau.edu](mailto:NAU-CampusSupply@nau.edu).

Campus Supply staff includes:

Arden Jean Carrasquilla, Assistant Director  
 Jonah Oliver, Material Supply Storekeeper  
 Danielle Brainard, Accountant, Associate  
 Charles (Chuck) Roth, Materials Handling Supervisor  
 Jimmy Sandoval, Materials Handler

## Contracting

The Contracting unit drafts, reviews, negotiates and executes a wide variety of contracts for NAU such as facility use, leases, speakers, performers, services, software, subscriptions, and equipment purchases. The Contracting unit is not responsible for processing construction, grant, or academic contracts such as internship agreements. These contracts are processed by Facility Services, the Office of Sponsored Projects, and Office of the Provost respectively. Contracting questions can be sent to [NAU-Contracts@nau.edu](mailto:NAU-Contracts@nau.edu).



Contracting staff includes:

Angela Helmer, Assistant Director, Contracts and Insurance/Claims  
 Michael Watkins, Contracts Administrator  
 Holley Buck, Contracts Administrator  
 Benjamin Garcia, Contracts Administrative Assistant

## Insurance and Claims

The Insurance and Claims unit reviews and approves certificates of insurance for vendors and contractors who perform work for NAU, makes recommendations regarding State of Arizona Risk Management guidelines, serves as a resource for risk assessment regarding events held at NAU, coordinates the reporting and activities

of the Loss Prevention Committee, and processes and reports damage claims to the State of Arizona. If a third party is injured, the Insurance and Claims unit can be contacted to obtain a Notice of Claim form. E-mail contacts for Insurance and Claims are [NAU-Insurance@nau.edu](mailto:NAU-Insurance@nau.edu) (for review of certificates and standard insurance questions), [NAU-PropLiability@nau.edu](mailto:NAU-PropLiability@nau.edu) (for claims related questions).

Insurance and Claims staff includes:

Angela Helmer, Assistant Director, Contracts and Insurance/Claims  
 Aaron Kaminski, Insurance/Claims and Contracts Administrator; Loss Prevention Coordinator  
 Jocelyn Anne O'Neill, Insurance/Claims Administrative Assistant



## GET TO KNOW CPS

### Property Administration

The Property Administration unit is responsible for tagging newly acquired equipment with an identification number (property control number) and recording it as a fixed asset in PeopleSoft Financials. The Property Administration unit also manages the annual physical inventory process of all tagged assets. Throughout the year, the Property Administration unit manages and updates master inventory records of fixed assets to reflect changes in location, dispositions and transfers. NAU property that must be tagged with an NAU asset number includes all vehicles, computers, I-Pads and assets (equipment) costing \$5,000 or more. Property Administration questions can be sent to [NAU-PropertyAdmin@nau.edu](mailto:NAU-PropertyAdmin@nau.edu).

Property Administration staff includes:

Arden Jean Carrasquilla, Assistant Director

Deborah Russell-Kelly, Business Manager

Brenda Oliver, Accounting Assistant, Senior



Brenda Oliver Receives 2015 Peer Recognition Award  
Photo by Steven Toya

### Property Surplus

The Property Surplus unit ensures that the surplus property generated by NAU will be handled in a manner that both maximizes return to NAU and meets applicable disposal requirements. The Property Surplus unit is responsible for selling all property that is in NAU's possession. Call 523-4163 to schedule a departmental drop off or pick-up to dispose of NAU property. Department drop-off or pick-up hours are 8:00 a.m. – 11:00 a.m., Monday through Friday. The Property Surplus unit's retail sales hours are from 12:00 p.m. – 4:00 p.m., Monday through Friday.

Items available for purchase include office furniture and equipment, household furniture, computer systems, parts and supplies, and other miscellaneous items you never knew existed. Items are added to inventory daily. Property Surplus questions can be sent to [NAU-PropertySurplus@nau.edu](mailto:NAU-PropertySurplus@nau.edu).

Property Surplus staff includes:

Arden Jean Carrasquilla, Assistant Director

Deborah Russell-Kelly, Business Manager

John (Jack) McNeill, Materials Handler, Lead

Kenneth MacFerren, Stock/Inventory Assistant

### Purchasing

The Purchasing unit provides oversight on purchases to ensure informed, economic, ethical, and compliant purchasing decisions are made in accordance with applicable procurement policies.

The Purchasing unit is responsible for receiving quotes, generating purchase orders, managing NAU's purchasing card program, processing competitive solicitations and negotiating favorable pricing with the purpose of providing cost-savings and value-added services to NAU. Additionally, the Purchasing unit is responsible for maintaining the vendor and commodity list, and managing the small business utilization program. Purchasing questions can be sent to [NAU-Purchasing@nau.edu](mailto:NAU-Purchasing@nau.edu).

Purchasing Services Staff Includes:

Carol Luckey, Assistant Director, Purchasing

Glenn Birkett, Senior Buyer

Maureen Lintel, Senior Buyer

Jessica Ott, Senior Buyer

Baily Williamson, Program Coordinator,  
Compliance and Small Business Utilization

Samantha Cayo, Administrative Assistant

## LOSS PREVENTION

### Loss Prevention Coordinator and Committee

All State of Arizona Agencies are required appoint a Loss Prevention Coordinator. The Loss Prevention Coordinator organizes and manages a Loss Prevention Committee whose Guiding Principles are:

- To provide a safe and healthy environment, where faculty, staff, students and campus visitors can work and visit without accident or injury.
- To reduce costs associated with accidents and asset losses to the greatest extent practicable.
- To promote a culture of continuous loss prevention by all.

The Loss Prevention Committee's focus is on training, safety and loss prevention education, property protection, liability exposure, work place safety, emergency plans, and job specific training where frequent or severe accidents have occurred, or have the potential to occur. Loss prevention questions can be sent to [LossPrevention@nau.edu](mailto:LossPrevention@nau.edu).

Additional information and the Loss Prevention Manual can be found at:  
[http://nau.edu/Contracting-Purchasing-Services/Loss-Prevention/Loss-Prevention/.](http://nau.edu/Contracting-Purchasing-Services/Loss-Prevention/Loss-Prevention/)

## GUEST ARTICLE

### Important Information from the Office of Affirmative Action and Equal Opportunity

Readers of this newsletter are getting a sneak peek at the future. In the coming months, NAU will be improving and streamlining our purchasing processes. Among other details, we will be incorporating ways to better ensure the accessibility of the technology we purchase. In the meantime, you can start helping by asking vendors for some additional information any time you are considering purchasing any new technology, large or small: request a VPAT, or Voluntary Product Accessibility Template. If a company doesn't have a VPAT for the product you want to purchase, ask if they have a formal accessibility statement. Asking this simple question lets vendors know that you care about accessibility and understand its importance to your institution. If you would like more information about accessibility, or want to understand a VPAT you receive, feel free to contact NAU's Accessibility Analyst, [Teresa.Haven@nau.edu](mailto:Teresa.Haven@nau.edu).