

# BUYING TIMES JUNE 2016



**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

## ANNOUNCEMENTS

### Fiscal Year 17 begins July 1, 2016!

Open labs will be held throughout the month of June for the creation of FY17 purchase orders. These labs were a success last year in helping to eliminate a large number of budget posting issues that have occurred in the past. Those who will be attending a lab, please bring all of the backup documentation, and notify the appropriate buyer of your attendance date. The [lab schedule](#) has been posted and instructions for early requisition creation will be provided. The [FY16 Year-End Calendar](#) has also been posted. Staff should become familiar with these deadlines and adhere to the schedule where applicable. Questions on year-end procedures and policies can be directed to [NAU-Purchasing@nau.edu](mailto:NAU-Purchasing@nau.edu).

### Computer Purchases

All computer purchase requests submitted after the June 3rd deadline will be expensed in the new fiscal year. More information about the computer purchasing program can be found at the [ITS Computer Purchasing webpage](#).

### CPS Training Opportunities

Want to know more about CPS? Training opportunities for departments are available upon request. Training sessions will provide departments with information about the units within CPS, their functions, and tips to improve the business process. Requests can be sent to [NAU-Purchasing@nau.edu](mailto:NAU-Purchasing@nau.edu).

## WELCOME

CPS would like to extend a warm welcome to the new member of our team:

### Gordon Dierks

Contracts Administrator  
Contracting

[Gordon.Dierks@nau.edu](mailto:Gordon.Dierks@nau.edu)

928-523-8076

## Changes to CPS Forms

Beginning July 1, 2016, CPS will no longer accept the Independent Contractor, Honorarium, Guest lecturer/Guest speaker and Performer forms as vendor applications or Substitute W-9's. The forms will be updated and will no longer contain fields for the individual's social security number, address and phone. Individuals will instead be required to complete the [Vendor Registration Application](#) for entry into PeopleSoft Financials. This change will reduce the risk of release of personally identifiable information. The Independent Contractor, Honorarium, Guest lecturer/Guest speaker, and Performer forms will continue to be used as documentation for Accounts Payable.

In a combined effort between CPS, Human Resources and the Comptroller's Office, CPS has created a new vendor authorization form, the [Foreign Vendor Authorization](#) form, for foreign entities and individuals. This form provides guidance on the process to end users and vendors for determining applicable tax liability.

## Purchasing Thresholds

\$0 - \$5,000

Purchases \$0 - \$5,000 can be processed at the department level utilizing a Department Purchase Order (DPT) as allowed by policy. Items and services that cannot be processed using a DPT include advertising, animals, consulting services, firearms, legal fees, narcotics, printing, radioactive material, rare and precious metals, renovation and construction. Certain purchases do not require CPS oversight and include guest speakers, performers, registration fees and subcontracts under sponsored projects. These transactions can be processed as a DPT regardless of the amount. A complete list of items not requiring purchasing oversight can be found in [PUR 301-01](#).

\$5,000 - \$25,000

Purchases \$5,000 to \$25,000 are determined at the buyer's discretion.

\$25,000 - \$100,000

Purchases \$25,000 to \$100,000 require three (3) quotes.

Over \$100,000

Any purchase over \$100,000 requires a formal solicitation. This threshold applies to the aggregate cost of a purchase over the contract term, including any renewal periods. For example, if the contract term is one year with an option to renew for four additional one-year periods and the first year is \$50,000 and each of the four renewals is \$10,000 per year, a formal solicitation is not required because the aggregate cost over the term of the contract is \$90,000. However, for the same contract term, if the first year is \$60,001 and each of the four renewals is \$10,000 per year, a formal solicitation is required because the aggregate cost over the term of the contract is \$100,001.

## Payments Made through Check Requests

Payments for reimbursements to non-NAU employees for expenses such as travel costs incurred by interviewees can be made utilizing the [Check Request form](#). This process is for reimbursements to an individual who has not provided any goods or services to the University and the payment is non-taxable. The individual does not need to be entered into the vendor system or complete a Substitute W-9 form. The Check Request form is filled out by the department and submitted directly to [AccountsPayable@nau.edu](mailto:AccountsPayable@nau.edu) along with any receipts and additional documentation. This process negates the University retaining Tax ID Numbers for these individuals on file unnecessarily and decreases the work load for all involved parties while issuing the payments in a timely fashion.

Payments for services rendered or for honorariums should alternatively be made by creating a requisition in PeopleSoft Financials. Questions regarding who should be entered as a vendor and who can be paid through a Check Request can be sent to [NAU-Purchasing@nau.edu](mailto:NAU-Purchasing@nau.edu) with a description of the purpose of the payment.



## Tips to Avoid Slip, Trip and Fall Injuries from Loss Prevention

In 2015, 73% of the Workers' Compensation claims for the University were the result of a slip, trip or fall by an employee. The payment for these types of claims represented 49% of all Workers' Compensation payments for that year. Please share the following tips to increase awareness while helping prevent and reduce these injuries:

- Parking lots – Stay alert for uneven surfaces; avoid curbs or pot holes; avoid areas with standing water or ice in parking lots, garages, sidewalks and driveways.
- Wet floors- Clean up spills immediately; use “wet floor” signs when mopping; use caution when navigating through wet areas.
- Power cords – avoid placing loose cords across walkways; position any cords under desks against the back wall; tape down cords used temporarily in traffic areas.
- Stairs – take one step at a time; keep one hand free to hold the handrail; avoid carrying large loads that can obstruct your view.
- Ladders – use ladders instead of chairs, tables, buckets, etc.; use the appropriate ladder for the job; use the ladder as designated by the manufacturer.
- Distractions – stay focused and plan your travel path; avoid focusing on your phone or other electronic devices; if you get distracted, STOP WALKING, and then proceed.

## Inventory Reminder

Thanks to all that have completed the FY16 annual asset inventory! As a reminder, inventories were due June 13, 2016. If you are still completing your inventory, remember to include the signatures and names of the people completing the physical inventory (inventory liaison, and supervisor) on the last page of the inventory sheet. Be sure to keep a copy for your records. Forward the completed inventory report to [NAU-PropertyAdmin@nau.edu](mailto:NAU-PropertyAdmin@nau.edu) or mail it to Property Administration, PO Box 5629. If you have any questions please contact Brenda Oliver at 928-523-6206.

## DID YOU KNOW...

### Quotes before Invoices

All requisitions for goods and services should be created using a quote – not an invoice. Once a requisition has been created and if CPS oversight is required, quotes should be sent to [NAU-Purchasing@nau.edu](mailto:NAU-Purchasing@nau.edu) or directly to the appropriate buyer.

### Archive of PeopleSoft Financials Updates

An archive of important financials and PeopleSoft e-mails are available for all employees on [SharePoint](#). This is a valuable resource for information on processes and system updates.

### Conflicts of Interest

There are certain restrictions for purchasing goods or services from vendors where a conflict of interest exists. To ensure compliance with Arizona state conflict of interest laws, department buyers are encouraged to become familiar with the [current conflict of interest list](#) and reach out to the [Purchasing Program Coordinator](#) for guidance if a purchase is required from a vendor on this list. The conflict of interest restrictions apply to PCard purchases, departmental purchases, as well as those purchases processed through CPS.