

BUYING TIMES MARCH 2016



**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.

Becky McGaugh, C.P.M. Executive Director

ANNOUNCEMENTS

CSAC Mixer

Come meet us! Stop by our CSAC Mixer booth on April 20th to visit with staff, test your CPS knowledge, and ask questions.

Verification for Vendor Tax Numbers

All individuals and businesses receiving payment from the University are required to provide an accurate tax identification number. CPS has implemented a new process to verify the tax identification numbers of the University’s vendors prior to issuing payment. This process ensures the University is compliant with Internal Revenue System requirements for accurate reporting and withholding.

New PCard Search Capabilities

PeopleSoft Updates and Fixes delivered additional search capabilities to the Reconciliation Screen in the PCard module. There is now the ability to search the Transaction Date and Posted Date by billing ranges. An additional field, “Rows Per Page” relates to the number of transactions that will display in the search results. If you anticipate more than 50 transactions to be returned, checking the “Auto Save When Scrolling Through Chunks” box will allow you to save without having to click through a pop up window when moving between “Chunks of Transactions.” Most users will continue to search using the billing date range; however, the “Rows Per Page” and “Auto Save” fields may assist users with verifying/approving more than 50 transactions at a time.



Photos by GradImages

On February 12, 2016, CPS awarded a contract for commencement photography services to GradImages. GradImages has more than 40 years of experience in providing commencement photography services to academic institutions. During the commencement ceremonies, GradImages will photograph each student multiple times as they are receiving their diploma. Photographs are then matched up with the student's name. Purchase of photos will be made available to graduates and families. This contract provides a great opportunity for students to memorialize their graduation.

*Award for Commencement
Photography*

CPS Training Opportunity

CPS has resources available for departments wanting to know more about CPS and its business units (Purchasing, Contracts, Insurance and Claims, Accounts Payable, Campus Supply, Shipping and Receiving, Property Administration, and Property Surplus). CPS has a one-hour overview presentation that any campus department can receive upon request. In this overview, you can learn about each of CPS' business units and processes, meet our staff, ask questions, and request additional in-depth training. CPS provides this presentation in our conference room (for up to 30 people and there is ample parking) or the presentation can be made at your location. Please send an e-mail to NAU-Purchasing@nau.edu to schedule a time to learn more about CPS.

Lost and Found



Did you ever wonder what you should do with that wallet full of cash that you found on campus? Well, Contracting and Purchasing Services has that answer in their policy manual. The policy for Lost and Found, PUR 703-00, can be found by following this link <http://nau.edu/Contracting-Purchasing-Services/Forms/Policies/703/>. Please call 523-4163 if you have further questions regarding Lost and Found.

Coming Soon...

Fiscal Year End

The 2016 fiscal year will end June 30th. Users will not need to request the closure of purchase orders (POs) since all POs will be closed at this time, with the exception of grants and facility POs. More information about fiscal year end and lab dates will be released in the coming months.

Vendor Performance Management

CPS is developing a survey as part of its initiative to measure performance of the vendors that hold contracts with the University. Vendor performance management is used to measure, analyze and manage the performance of the University's vendors in an effort to reduce costs, mitigate risk and ensure continuous improvement in service over the term of the contract. The initial focus will be vendors that service the entire University, which include Atmosphere, Konica, and Staples.

CPS Forms

Over the next couple of months, CPS will be reviewing and updating its forms. Updated forms will be posted to the CPS website as they are completed. To ensure you are using the most current form version, utilize the CPS website to obtain forms each time one is needed rather than saving the form to your desktop.

Small and Diverse Business Program

CPS is committed to providing contracting opportunities to minority-owned, women-owned, HUB Zone, veteran-owned and small businesses. In fact, [Arizona Revised Statute \(A.R.S\) 41-2535](#) restricts all procurements less than one hundred thousand dollars to small businesses unless it is impracticable. CPS has made a report available to departments looking for small and diverse vendors accessible through Enterprise Reporting titled, "Vendor Listing." Departments should contact the [Small Business Utilization Program Coordinator](#) for additional assistance in finding viable suppliers.

CPS is also responsible for preparing Small Business Subcontracting Plans. For grant proposals requiring a Small Business Subcontracting Plan, reach out to the [Small Business Utilization Program Coordinator](#) as soon as possible with a proposed budget and information regarding the types of procurements expected for the project.

More information and resources can be found at CPS's [website](#).

New Items in Property Surplus

When a new building goes up on campus and an old building comes down, did you ever wonder where all the items go that didn't go into the new building? That's right; they go to Property Surplus, where right now we have a large assortment of apparatus from the old Wall Aquatic Center. This summer we will be getting dorm refrigerators, washers and dryers. Come by Property Surplus, located in building 047A, Monday through Friday, from 12:00 p.m. to 4:00 p.m. or visit our Facebook page at NAU Property Surplus to see what is new.



Asset Inventory News

Annual inventory will be starting in early May 2016. Property Administration would like to prepare all departments for some changes to inventory procedures this year. There will be some additional information requested this year pertaining to location and usage for all computers and laptops. This information is needed to assist with the centralized computer purchasing initiative. More information will be coming soon.

DID YOU KNOW...

Campus Supply stocks and sells regular and recycled copy paper at great rates! Shipping and Receiving will deliver reams, cases, or pallets of paper directly to your department. Pricing is as follows:

Regular 8.5" x 11" Copy Paper	Recycled (30%) 8.5" x 11" Copy Paper
\$3.76 (REAM)	\$5.00 (REAM)
\$35.00 (CASE)	\$48.00 (CASE)
\$1,300.00 (PALLET)	\$1,800.00 (PALLET)

Campus Supply also stocks 8.5" x 14" and 17" regular copy paper by the ream, as well as colored copy paper in a variety of colors. Visit our Online Ordering link on our home page (<https://nau.edu/campus-supply/>) for a full list of products stocked by Campus Supply.