



BUYING TIMES

December 2016

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

Plan Ahead

With the holiday season fast approaching, departments are encouraged to plan ahead and send requests for purchases, contract reviews, and invoices early.

Requisition Documentation in OnBase

The PeopleSoft financials team expects to implement a new capability for uploading requisition documentation into OnBase. These documents will serve as the official record. This new platform for housing requisition documentation was designed to streamline the process; it allows approvers and buyers to view associated documentation with the click of a button. Additionally, users will have access to view related PO documentation through OnBase. Training information will be posted on the [ITS PeopleSoft Financials website](#) when it becomes available.

As is currently the process, invoices, with the receipt number on the invoice, will continue to be submitted to Accounts.Payable@nau.edu. Please continue to include the vendor name and amount of the invoice in the e-mail's subject line.

Loss Prevention Tip

Building Managers; before you head home for the winter closure, make sure all windows and doors are closed and locked and ensure that thermostats are not set too low. If needed, contact Facility Services to determine the appropriate settings. Approximately one-third of the damage claims for 2015 were related to weather-water damage, which occurred during the winter closure.

Need Software?

If you are planning to procure new software or renew existing software for NAU, please note that a new Accessibility Policy is now in effect, and CPS solicits your early planning to enable us to best support you. New purchase and use procedures were implemented at NAU this past year for all Information and Communications (ICT) products. These changes include computer software, web hosting resources, electronic office equipment and computers.

Why?

The procedure is intended to comply with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act requiring that all institutions ensure that persons with disabilities can independently acquire the same information, engage in the same interaction, and enjoy the same services with substantially equivalent use as individuals without disabilities.

What does this mean for you?

When planning to acquire new, or renew existing software or web hosting services, requesters will need to complete the [Accessibility Approval/Exceptions Request Form](#) at the same time that you complete the:

- Contract Signature Request form (CSR),
- Software Contracts Insurance Requirements form, and
- Software/IT Services Review Checklist

Process the form through NAU Disability Resources [i.e. e-mail to: Accessibility@nau.edu].

In addition, your selected vendor will need to complete and submit a “Voluntary Product Accessibility Template” (VPAT) to augment the Disability Resources review.

Please note: CPS cannot proceed with a software purchase or renewal until Disability Resources has determined that the software is accessible to all users, so it is important that the Accessibility Approval/Exception Form be completed at the onset of the procurement planning process.

Questions? Contact either:

- [Gordon Dierks](#), CPS: #523-8076
- [Jamie Axelrod](#), Disability Resources, #523-8404

Appropriate Use of State Vehicles

NAU's vehicles are insured by the Arizona Department of Administration Risk Management Division and can only be used for NAU approved activities and events that support the mission of NAU. Students cannot drive NAU vehicles for field trips and activities for which they receive a benefit, such as course credit. Authorized student employees or registered volunteer drivers, acting within course and scope of authorization, may drive for an NAU approved activity or event.

FAQ:

Emergencies happen, why can't CPS extend the monthly PCard approvals deadline?

CPS often receives requests to extend the PCard verifications/approvals deadlines for certain users. While we understand that our users are exceptionally busy and emergencies happen, we are unable to extend the deadline. The process to close out the month's transactions will not allow for the extension of specific transactions. Monthly PCard transactions are also included in the University's financial month end and must be closed by the designated date. We recommend reconcilers and approvers coordinate with each other to ensure that the public purpose and the documentation have been provided for transactions. While changes cannot be made to a closed transaction, supporting documentation can be added to OnBase even after the transaction has closed.



CPS Lives United

CPS participated in the United Way's Weekend Backpack Program. Over the course of three weeks, 85 pounds of non-perishable food items were collected to help feed chronically hungry children in the local area. United Way programs focus on bringing Northern Arizona's communities together by pursuing income stability, promoting education, and improving health. To learn more about the United Way Campaign and how you can help, visit: NAU.edu/United-Way/.



There's No Such Thing as a Free Lunch

"There's no such thing as a free lunch," as the popular adage goes. The relationship between suppliers and NAU is required to remain above reproach at all times. It's important to be in a position to evaluate pricing or services without being partial in any way. The best way to ensure that NAU's relationships with suppliers is based on integrity and professionalism is to decline any types of favors, hospitality, entertainment, gifts, or gratuities as outlined in CPS [policy](#).

Property Surplus

Property Surplus is open to the public, Monday through Friday, noon until 4:00 p.m. Visit our warehouse showroom, Building 47A, for all sorts of bargains and a variety of merchandise. Like us on [Facebook](#) to see items we currently have in stock, as well as upcoming auctions.



Thank You Reconcilers and Approvers!

The PCard Team would like to thank everyone who participated in the 2016 PCard Conference. We value your input and commitment to continuously improve the PCard program. To access materials covered in the conference visit our [website](#).

