

BUYING TIMES SEPTEMBER 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

Updates to Standard Contract Language

Due to changes in Arizona laws and NAU Policies, the Contracts unit of CPS has updated language in standard contract templates. Most notably, contract clauses have been added or modified to address accessibility, a tobacco free campus, prohibitions of weapons on campus, and prohibition of participation in boycotts of Israel. If you have saved copies of templates, please discontinue their use and [e-mail](#) Contracts for assistance with updates.

Fall PCard Conference

The Fall PCard Conference is planned for October 2016. This year's conference will include updates, tips and information about NAU's PCard program. Both Reconcilers and Approvers are encouraged to attend the event. A survey requesting input on specific dates and topics will be sent out to the PCard ListServ on September 6th. Questions regarding the conference can be sent to the PCard [e-mail](#).

Property Administration

Departmental inventory counts were due June 13th, 2016. If you have not completed your department's inventory please complete as soon as possible. If you are having issues completing your inventory please call or [e-mail](#) Brenda Oliver at 523-6206 with an estimated completion date.

ITS Review of Software and Renewal Purchases

In response to ever evolving changes in technology, NAU ITS will be reviewing software renewals as well as new software purchases. Please plan ahead to allow appropriate time for review. For more information regarding the process please see the [ITS Checklist](#).

SEPTEMBER 2016

WELCOME

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

Cameo Pete

Administrative Assistant
Insurance and Claims

Cameo.Pete@nau.edu

928-523-6093

Tina Ching-Skrocki

Contracts Administrator
Contracts

Tina.Ching-Skrocki@nau.edu

928-523-4556

COMPLIANCE AND POLICY UPDATES

All transactions made through PeopleSoft Financials are subject to [CMP](#) and [PUR](#) policies. Departments should consult the [NAU Foundation](#) on purchases funded by the Foundation that may not adhere to these policies to ensure proper compliance and to determine an appropriate payment method.

After careful consideration, the determination has been made to restrict Amazon Business Accounts, Amazon Mechanical Turk, and TSA Precheck. Purchases or enrollment in these services will result in a notice of violation for the cardholder. [Purchasing Policy PUR 801-03](#) and [Comptroller Policy CMP 401-03](#) have been updated accordingly, please take time to review the changes.

Should you sign on to PeopleSoft Financials or PeopleSoft LOUIE?

PeopleSoft Financials

Commonly referred to as "PeopleSoft"

Create Travel Authorizations and Cash Advances

Process Travel and Non-travel expenses

Create or approve financial documents

View, approve, and validate PCard transactions

Upload PCard documentation

View budget details

PeopleSoft LOUIE

Commonly referred to as "PeopleSoft"

Access to benefit and payroll information

Submit Request of Absence (ROA)

Access to Electronic Peoplesoft Administrative Security System (ePASS)

Sign up for learning and development classes

Browse course catalog, add/drop classes

Order transcripts

TRAINING DOCUMENTS

APPROVAL PROCESS FOR ADVERTISING AND PROMOTIONAL ITEMS

Marketing has simplified the process for requests for procurements of advertising and promotional items. Approvals for these purchases can now be initiated through [Workfront](#). Requests should include cost estimates and the design file. Once approval has been granted, the Workforce generated e-mail should be uploaded with the PCard documentation or submitted to Purchasing with back up documentation and the requisition number. If the purchase requires a contract, the contract, Workfront generated e-mail, and Contract Signature Request form should be sent to [Contracts](#) for review. Please note that these requests require at least 10 business days for processing and purchases requiring a contract require at least 30 days' notice. Questions regarding Workforce can be directed to Marketing@nau.edu.

EXTERNAL PCARD FRAUD

While cardholders are expected to practice preventative measures to protect their card information, external fraud is becoming more common than ever. Criminals employ multiple techniques to steal credit card information. Some of the most common include phishing, hacking merchant networks, and skimming credit card information. Although the NAU PCards have built-in protection features such as the new chip technology and chargeback rights, reconcilers are the first line of defense for identifying external fraud. Reviewing transactions weekly can help to catch fraudulent transactions as they happen. Cardholders that notice fraudulent transactions should immediately call the phone number on the back of their card to notify the bank and initiate an investigation. Remember that the authentication code for your card will be 'NAU' followed by the last 4 digits of your Employee ID.



WHEN SENDING ITEMS TO PROPERTY SURPLUS:

Ensure that all sensitive data, including software, has been removed from computer equipment. Make sure equipment does not contain any radioactive materials, hazardous material, PCP, is not biologically contaminated, etc. Any equipment that has been exposed to various contaminants must be accompanied by an [Environmental Health and Safety Equipment Release Form](#), which can be found on the Property Surplus web page. Broken equipment, broken furniture and scrap metal should be sent to Property Surplus for proper disposal. Departments may be charged for recycle fees, if applicable.



Check us out!

LOSS PREVENTION TIPS

With students returning there is an increase of activity beginning on campus and the winter season is quickly approaching, with this in mind, please consider the following:

- Be alert and aware of your surroundings, especially while driving. Striking objects while driving accounted for 48% of NAU's auto liability payments last year.
- Individuals that are new to campus are still learning traffic and pedestrian patterns.
- Drive the posted speed limit. This allows for traffic to safely pull out of hidden driveways and for pedestrians to safely cross the street.
- Plan for increased commute times when snow and ice may be present. These dangerous conditions introduce additional hazards that could lead to slips, trips and falls. Slips, trips and falls accounted for 49% of NAU's Workers' Compensation payments for 2015. Be prepared for icy or foggy conditions on windshields that could reduce visibility. Watch for slick floors from wet shoes or melting ice.
- Heed additional restrictions and/or detours while construction or maintenance projects are occurring.
- Turn cell phones off or silence them while driving. The National Safety Council reports that cell phone use while driving leads to 1.6 million crashes each year; 1 out of 4 car accidents in the United States are caused by texting while driving. Safely pulling over or stopping in an approved location to make a call, send a text, or look at an email is the most effective way to prevent accidents.
- Wear bright and light colored clothing after dusk so that you will be visible to vehicles and bicyclists. Conversely, be vigilant for new members of the NAU community that may not be wearing reflective clothing.

Please help keep our campus safe for the upcoming fall and winter season.

CAMPUS SUPPLY REMINDERS

- Carries copy paper in various sizes, quantity and colors for purchase and delivery.
- Contact [Campus Supply](#) if you need access to the Staples Advantage online site for great office supply pricing.
- Stocks over 2,000 items in their warehouse, for details [e-mail](#) Campus Supply or call 523-1108.