Procurement’s November, 2012 Newsletter

Mark your calendars. Procurement Services will be hosting our 2012 Vendor Fair on November 14, 2012!

Please plan to stop by your local fair & visit with some of our contracted vendors to see what products & services they can provide for your department. There will be lots of giveaways as well as entries to win some great prizes.

Vendor fair will open from 10am to 1pm in the JC Penney Summit Lounge here will be snacks & refreshments provided.

For additional information, please contact Tangie Brooks @314-516-5361. Hope to see you there!

Reminder: Procedures for obtaining approvals per the BPM 1204

In order to comply with BPM 1204, the following procedures must be followed. Failure to follow these procedures may result in significant delays.

1. Send all approval requests and supporting documentation to the address BPM1204@umsl.edu prior to submitting information to Business Services or to Procurement Services. Do not send the information to or call the CIO or the IT Security Officer. Do this as early as possible; otherwise your request may be delayed.
2. Include:
   a. A paragraph or two labeled “IT SUMMARY” that clearly states what the request is for. Please indicate the total dollar amount. A quick reference table is attached that identifies the required approvals.
   b. All appropriate supporting documentation, e.g., contract terms.
   c. Please tell us if this is a request for something that would run on the UMSL network or something hosted offsite and accessed over the Internet. An UMSL IT security review will be required if either of these is true.
   d. Please tell us if UMSL data would be provided to third parties. Third Parties collecting our data must have a Privacy Policy that will be reviewed by UMSL IT.
   e. A telephone number where you can be reached to answer questions.
3. Failure to provide all the information listed in 2. above may result in your request being delayed or returned.
4. The goal of UMSL IT is to provide an answer by email to the original submitter as quickly as possible. However, a security and/or privacy policy review and/or the necessity of approval by the UM Vice President may delay the response.
5. To the extent possible, UMSL IT will review contracts for IT-related issues and may request contract language modifications, or other actions before approval. All contracts must be reviewed by the UM Office of the General Counsel (via Business Services or
Procurement Services) and an UMSL IT contract review is not a substitute. Complex contracts, especially those involving PeopleSoft integration may delay the response.

6. Compliance with this policy does not obviate the need for compliance with any other applicable pre-existing Procurement or ITS policy, e.g., desktop standards.

7. Once appropriate CIO approval(s) have been received, the submitter should send the approval to Business Services or Procurement Services and continue the process to obtain the requested goods or services.

### BPM 1204 APPROVAL - QUICK REFERENCE GUIDE

<table>
<thead>
<tr>
<th>Item</th>
<th>CIO Approval</th>
<th>Vice President Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercially available desktop software</td>
<td>&gt;$10,000</td>
<td>&gt;$25,000</td>
</tr>
<tr>
<td>Computing Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Patient Care-Related</td>
<td>&gt;$20,000</td>
<td>&gt;$50,000</td>
</tr>
<tr>
<td>Consulting Agreements</td>
<td></td>
<td>&gt;$25,000</td>
</tr>
<tr>
<td>Service and Maintenance Agreements</td>
<td>&gt;$15,000</td>
<td>&gt;$25,000</td>
</tr>
<tr>
<td>Patient Care-Related</td>
<td>All</td>
<td></td>
</tr>
<tr>
<td>Network and Telecommunications Equipment and Services</td>
<td>All</td>
<td>&gt;$50,000</td>
</tr>
<tr>
<td>Software Applications</td>
<td>All</td>
<td>&gt;$25,000</td>
</tr>
<tr>
<td>Video Conferencing Equipment</td>
<td>All</td>
<td>All</td>
</tr>
<tr>
<td>Whole Systems</td>
<td>All</td>
<td>&gt;$25,000</td>
</tr>
</tbody>
</table>

### New Surplus Property WebData Software

The University of Missouri Surplus Property Department has purchased a Surplus Software System from WebData Corporation. WebData Software is used at more than 20 major universities to implement best-practices for Surplus reuse and disposal. The software cost has been paid for from Surplus Property self-generated operational funds.

Departments will be able to view Surplus Property on-line for re-use at minimal cost for campus departments. Specific pieces can be held for up to 72 hours, and if the department decides it is not needed, the asset returns to inventory for others to view. Assets not re-used will be sent to UMSL Surplus for sale to the public. Return of sales of Surplus to departments will be automated for fund transfers. Surplus requests will be placed on-line by departments and they will be able to track the status of their Surplus from pickup, to re-use, to sale.

UMSL Surplus will be able to sell auction lots on-line at the Columbia monthly auctions. Adding Surplus from UMSL to the monthly auctions will increase visibility of those sales.

### Reminder: P-card Change & Cancellation Form now available in outlook

The following forms are now available as paperless forms in Outlook.

- Purchasing Card Change Form
- Purchasing Card Cancellation Form
- Show-Me Shopper Only Access Request
- Approving Official & Editor change – “Coming Soon”
Emailed forms must be fully opened in Outlook. The “View Pane” mode will not display the details of the form.

**Basic Form Navigation**

- Go to/Open Outlook
- Follow the appropriate path:
  - Office 2007: Tools > Forms > Choose Form
  - Office 2010: New Items > More Items > Choose Form
- Confirm or Select “Look in” Directory at the top: **Organizational Forms Library**
- Find the form in the list alphabetically by name:
  - UM PCard Cancellation Form
  - UM PCard Change Form
  - UM Show Me Shopper Only Access
- Click to select form and choose Open; or double click on the form name
- The default view shows the form itself. Instructions or additional information is viewable in the “Show” section at top.
- Each form has Required and Optional sections. Required fields must be completed prior to sending.
- Copy the appropriate individuals in the department in the cc field
- Click Send

**Updated List: Show me Shop Suppliers**

- CED/ Philips - NEW PUNCHOUT!
- HILLYARD
- McMaster-Carr
- MO Vocational Enterprises
- CDW
- Dell
- GrayConnection Computer Products
- HP
- OfficeMax
- STAPLES
- Airgas
- Fisher Scientific
- IDT
- PerkinElmer
  - For the Better
- Steelcase

**NEW Punchout!**