



# Purchasing Newsletter

VOLUME 1, ISSUE 2

AUGUST 17, 2010

## SPECIAL POINTS OF INTEREST:

- **4-P Procurement**
- **Reader Questions**
- **Dell Strategic Partnership Savings**

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## UNM Four-P Procurement Model

The purchasing decisions of UNM employees and its contractors can positively or negatively affect our social and environmental welfare. UNM's environmental load and social impact are huge given the high volume of our procurement transactions. The University's Sustainability Council appointed a green procurement taskforce to preliminarily review and propose a process for procurement at UNM. The result of their findings will now lead to the Council

appointing a taskforce with campus-wide representation charged with developing a Four-P Procurement Model that



### 4-P Procurement Model



will provide the University with sensible, measurable and comparative procurement options that balance planet and people with price and

performance. The goal of the model will be to reduce the adverse environmental impact of UNM's purchasing decisions and promote social equity, while remaining committed to maximizing the purchasing value of public funds. For more information about our Four-P (Planet, People, Performance, Price) Procurement Model, contact your UNM Purchasing Department.

## New UNM Travel Portal

The University of New Mexico and Campus Travel Management have launched a new travel portal to provide a central location for making travel arrange-

ments. The portal can be used to book trips to the University for potential students and parents, University business travel, and personal travel for Faculty,

Staff and Students.

The travel portal can be found by clicking on the Visiting Campus link on the UNM home page, or by clicking [here](#).



Do you have a comment or question for the newsletter? Email us!

PURCHASING  
NEWSLETTER



## Your Questions & Comments

*How can we get the contract prices at Office Max? Can we get the contract pricing if we walk into the store? I couldn't find any info about this on the UNM Price Agreements page.—K.A.*

Great question! Yes, you can get contracted pricing in the store, you just need an Office Max retail connect card. Contact our Office Max rep, Carl Scofield, at (505) 306-6281.

*I received a workflow email, do I need to process a zero dollar DP-EZ?—H.S.*

If you received a workflow email for a PCard travel transaction and a DP-EZ for travel has not already been created, you will need to process a DP-EZ to reconcile the transaction. If there are no charges to reimburse and only the PCard transaction needs reconciliation, you will process a zero dollar DP-EZ. *Often all the rules seem confusing, and seldom applied equally among all purchasing staff. Which makes the system nearly impossible to predict or navigate. Sometimes we have*

*found that it just depends on who's desk your request lands on, because not all purchasing staff ask for the same things all the time for the same situations.—J.K.*

Although all of our contract specialists are following the same rules, you may find a variance of approaches. Buyers have discretion for purchases below the formal bid limit, and depending on the source of funding different information may be required.

## Dell Strategic Partnership Results

A recent Strategic Partnership Agreement between the University of New Mexico and Dell, Inc. is already paying big dividends. The agreement, which was initiated and signed last fall, allows UNM departments to take advantage of significantly discounted prices by making their departmental purchases through Lobo-Mart. Through April of 2010, the agreement has saved UNM more than \$180,000!

In 2009 during the months of Feb., March and April, UNM was paying an average of \$1,128 per desktop. During the same months in 2010, UNM has paid an average of \$876 per desktop.

That's a savings of approximately \$252 per desktop and an overall savings on desktops of \$114,951. Additionally, the cost of workstations has been reduced from \$2,678 to \$2,257 for an overall savings of \$31,584, while the cost of notebooks has dropped from \$1,435 to \$1,249 for a savings of \$35,672.

The new program has become so popular that Purchasing has negotiated additional options for desktops and notebooks including RAM, monitors, hard drives, video cards and notebook cases at discounted prices. Currently, Purchasing is working on discounts for new server models.

As part of the agreement, Purchasing has negotiated the same cost savings for students, faculty and staff on numerous Dell desktop computers, notebooks, monitors and servers. Students, faculty and staff can make personal purchases under the same agreement by visiting <https://store.datanetworks.com/?affiliate=868b9996-cf60-499d-97f6-39ee84c25452>.

For more information on UNM Purchasing, visit <http://www.unm.edu/~purch>, for more information on IT's Workstation management project, visit <http://it.unm.edu/wsm>.

# PCard Disputed Transactions

Occasionally, errors regarding merchandise delivery or incorrect billing may occur when using the PCard. If errors are found on a statement, it is imperative that the problem be resolved in a timely manner. We have only 60 days from the date of the statement to notify the bank of a disputed transaction.

The Cardholder should try to resolve any problems by working directly with the vendor. If a problem cannot be resolved with the vendor, a Cardholder

Statement of Disputed Item form ([.doc](#), [.pdf](#)) should be completed and delivered to your PCard Representative in the Purchasing department.

Do not contact Bank of America directly. Your PCard representative is available to assist you with disputed transactions, as well as any other questions or problems you may have when using your UNM PCard.

You can find a list of PCard representatives at <http://www.unm.edu/~purch/pcardtrain/contact.html>.

# Incentives

Purchasing would like to remind campus purchasers that University policy prohibits employees from accepting gifts from vendors as an incentive to buy their products.

At times, University PCard purchases may result in cash or cash-like incentives. The cash and/or incentives are the property of the University and may not be used for personal gain. Examples of such incentives include, but are not limited to: rebates, gift cards, two-for-one purchases and spend rewards. The University recommends that cardholders not participate in these promotional offers. It is the responsibility of the cardholder's department to be assured that any monetary or cash

incentive reward received as a result of a UNM purchase becomes the property of the University. Contact the purchasing department if further clarification is needed.

***“...it is not good  
business policy to  
accept “free gifts”  
from vendors.”***



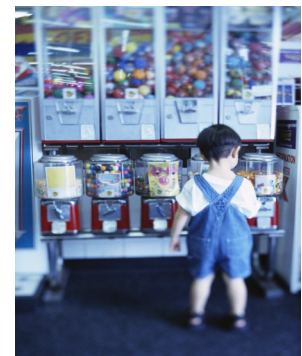
Remember, it is not good business policy to accept “free gifts” from vendors. This type of activity gives the appearance that you are buying from a business in order to benefit from the gift offers.

For more information, see UNM Business Policies [4000 \(4.2.\)](#), [3715 \(1.3.\)](#) and [3720 \(2.\)](#). To view instructions for reporting incentives on your PCard statement, visit the [PCard Policies and Procedures](#) site.

# New Vending Company

This summer Vending Services will receive a new look. A new vendor has been selected to provide vending machines on campus. Sandia Vending will be replacing Canteen this month.

Machines from Sandia Vending will be fully operational by August 20th. Additionally, vending machines located in student high volume areas will now accept LoboCash (cards) & debit cards.





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## **What Do You Think?**

We'd love to hear your feedback on our Purchasing Newsletter. What kind of information would you like to see in future issues? We want this to be useful to you, so please send your comments and/or suggestions to [aortiz@unm.edu](mailto:aortiz@unm.edu).

Thanks for reading!