



Purchasing Newsletter

VOLUME 1, ISSUE 3

SEPTEMBER 21, 2010

SPECIAL POINTS OF INTEREST:

- **PCard Tipsheet**
- **Employee Discounts**
- **Reusable Office Supplies (ROSE)**

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New PCard Tipsheet!

Did you know that there are more than 50 pages of PCard materials on the PCard website? If you've visited the site to find an answer to a PCard question lately, you probably do. While it's great to have such a complete resource available, sometimes it's hard to search through all 50 pages to find the answer you need.

That's why we've created a new PCard Tipsheet. This document hits the highpoints in one page. It's designed to give you the crucial facts about your PCard and should answer many of your questions. The Tipsheet can be found on the PCard website, or by clicking [here](#).

Of course, it won't answer *all* your questions, so we'll still have our full 50-odd page training available. And don't forget, you can always contact your PCard Representative for assistance.



What do you mean I have to search through 50 pages?!!

PCard Representatives are assigned to you based on the first letter of your last name. If you're not sure who your Representative is, here's a list to help.

Cardholders with last name beginning with:

A-Ga call Vincent Hernandez at 277-1377 or vincenth@unm.edu

Gb-M call Angela Prieto at 277-1770 or angelap@unm.edu

N-Z call Julie Adams at 277-1789 or romerojj@unm.edu

We look forward to hearing from you!

4-P Procurement - Reusable Office Supplies

The UNM Copy Center and UNM Recycling have joined forces in a new program to reuse office supplies and equipment. Campus departments that need small items such as staplers or tape dispensers, but don't have the money to buy new ones should check out the new program. The items are free to departments that need them. The items available can be seen in the Copy Center in Basic Medical Science Building, room B-55.

Linda McCormick, director of

UNM Recycling, was bothered when she came across office supplies like book ends that were thrown into the recycling



bins. She had to send them to a metals recycler, even though they were still usable. "I thought

that this might be a way to let people who are facing problems with their office supplies budget to use small items that another department had discarded," she said.

The Reusable Office Supplies & Equipment (ROSE) program is an example of successful interdepartmental cooperation to further UNM's sustainability efforts. If you have a question about the program, call the Copy Center at 272-4900.



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

PCARD NEWSLETTER

Your Questions & Comments

What do I do if I get the error 'Invalid index' when entering it in LoboMart? - H.S.

Index codes don't always show up in LoboMart right away. If you need to use an index code and you get an error message in LoboMart, send an email to aortiz@unm.edu with the index code number and we'll make sure it gets added for use.

I haven't processed a LoboMart requisition in awhile, is there an updated guide to

assist me? - S.S.

We do have instructions on ordering from LoboMart available on the [FSSC website](#). They are updated regularly, and you can see the date they were updated to make sure you have the most current copy.

Why do we have to use commodity codes? - M.T.

Commodity codes help use to route your orders to the correct buyer. They also help you to know who to contact about an order. Our list is found on

our [Staff page](#) and is updated regularly.

What steps does it take for a PR to get approved? - M.D.

First, your department must approve the PR electronically in Banner. Next, your Financial Services Office will review the document for approval. If you have submitted any required information to your FSO, this will speed the process. Once your PR has been approved by your department and FSO, Purchasing can begin working on your PO.

Employee Discounts

It pays to be a UNM employee! Over the past year the Purchasing Department has been working with some of our contracted vendors to offer discounts to the UNM community. Below are some of our vendors who offer employee discounts, just click on the logos for more information. We're also including the Government Employees Marketplace, a free service that offers discounts on thousands of goods and services to government employees. Also, check out other discounts available to employees on the [HR website](#).



Employee Purchase Program





UNM

Purchasing Department

Purchasing Department

MSC01 1240

1 University of New Mexico
Albuquerque, NM 87131-0001

Phone: 505-277-2036

Fax: 505-277-7774

E-mail: purch@unm.edu

Website: www.unm.edu/~purch/

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.

Thanks for reading!