



# Purchasing Newsletter

VOLUME 3, ISSUE 2

JANUARY 7, 2013

## SPECIAL POINTS OF INTEREST:

- Office Supply Contracts
- UNM Fuel Station
- Facility Maintenance Information Session

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## Office Supply Purchases

Recently, Purchasing announced the new office supply contracts that were awarded to Sandia Office Supply and Staples Advantage. Departments can take advantage of great savings using the new contracts. On average, Staples is \$2.00 cheaper than competitors on sticky notes and white letter paper. Sandia Office Supply charges \$3.00 less than a non-contract vendor for Pilot G2 pens and about \$4.00 less for Avery labels.

In addition to saving money, the new contracts focus on making it easy for departments to find the most accurately certified “green” office products. This is in line with the University's 4-P

Procurement Model. Both Sandia and Staples are committed not only to offering sustainable products, but also to upholding principles of sustainability in their business operations.

Purchasing would also like to announce a change to our policy for office supply purchases. Beginning March 1, 2013, all office supply purchases should be made in LoboMart using our contracted suppliers. If a PCard holder would like to make a purchase of office supplies outside of LoboMart, whether with a contracted supplier or a non-contract supplier, they must submit a PCard Exception Request form.

When you use Lobo-

Mart for your office supply purchases, rather than going directly to a supplier, you are guaranteed to receive the contract price. It also helps us in Purchasing to price check items to ensure that the contracts are saving as much as we expect.

Questions regarding the office supply RFP and awarded suppliers can be directed to Karanina Madden-Krall at [kmaddenk@unm.edu](mailto:kmaddenk@unm.edu).



Welcome to Accounts Payable's new Fiscal Services Tech Jennifer Trujillo!



Do you have a comment or question for the newsletter?

[Email us!](#)

PURCHASING  
NEWSLETTER

## Allowable Travel Charges

Now that travel is allowed on the PCard, we receive lots of questions about travel add-ons. Here are the top five. Read on to avoid PCard infractions.

1. Can I prepay fuel to avoid having to fill up the car before I turn it in?

Not on PCard. Generally those charges don't meet the "ordinary & necessary" requirement.

2. Can the PCard be used to pay for 'early bird' check in fees on flights?

No. These charges aren't "ordinary & necessary." If you would like an early check-in or preferred seating, that must be paid out of

pocket and is not reimbursable.

3. Should I take the additional rental insurance offered?

No, according to UBPPM policy 4030, 7.3.1. Insurance. "For insurance purposes, the State of New Mexico Risk Management Division treats rental cars rented by University employees or students for UNM business as if they were UNM vehicles. Consequently, no additional insurance should be purchased from the rental car vendor."

4. I am unfamiliar with the area, can I add on a GPS to the rental?

No. Again, refer to policy 4030. 7.3.2. states "Generally, the GPS feature offered by rental car companies is not considered an "ordinary and necessary expense" and payment for this feature with University funds is not normally authorized."

5. Is it allowable to pay for seat upgrades and/or premium or first class seats?

No, according to UBPPM policy 4030, 7.1. Commercial Airlines, UNM will pay the cost of air travel at the lowest available rate at the time of booking.

As always, contact your PCard representative with any questions.

## Facility Maintenance & Management

As we continue to face budgetary challenges we must search for ways to retain critical programs and services while looking for every opportunity to reduce the cost of operations. The UNM Purchasing department is pleased to provide you information for Facility Maintenance & Management with Vendor, The Remi Group (UNM contract – UNM #554).

This equipment maintenance management program provides an immediate **26%**

cost savings over your current equipment maintenance expenditures.

The Remi Group will review your current maintenance contract\*\*, develop a customized proposal and provide future financial benefits and a detailed plan of the technical and administrative support you will receive to continue the maintenance of your equipment.

Benefits:

\*Contract evaluation

\*Guaranteed 26% off your current maintenance ex-

penditures

\*Freedom to utilize YOUR preferred service provider

Click [here](#) for an invitation to a Face to Face Informational Meeting event on January 16 to learn more about this beneficial UNM contract or go to

<http://>

[www.theremigroup.com](http://www.theremigroup.com) for additional information regarding The Remi Group.

\*\*This does not apply to copiers provided through University Services.

# The Importance of PCard Reallocation

The Purchasing and PCard Departments would like to remind all of our PCard Holders the importance of reallocating their PCard transactions as set forth in the PCard Policies and Procedures. PCard reallocations are required to be done within 10 days from the date the transaction appears in Banner. Our PCard Administrators will upload transactions into our Banner system for reallocation. Then, each cardholder is required to log into Banner to



reallocate each transaction to the appropriate index and account codes as necessary. Cardholders, as well as their alternate reallocators, will also receive notifications in the Banner message form that they have transactions awaiting their review.

As a reminder, failure to properly reallocate PCard transactions in Banner will result in a PCard infraction and/or PCard suspension.

For more information on the reallocation policy click [here](#). We've also created an in-depth tutorial on PCard reallocation which can be found [here](#). The PCard Representatives can also answer any questions regarding reallocation. PCard Representatives are assigned by Cardholder last name:

Last Name A-K: Vincent Hernandez  
(277-1377)

Last Names L-Z: Julie Adams

**Reminder: PCard is located in Suite 2400 of the Perovich Business Center**

## UNM Fuel Station Closing

The University Fuel Station will cease to provide fuel for departmental vehicles this spring. Fuel Cards may still be used through spring, however after that time

departments will purchase fuel from local gas stations.

Because of our small tanks it is difficult to buy fuel competitively and the University

believes departments will pay less off campus. The station will continue to be available for PPD machines, but will no longer accept Fule cards.

## Important Vendor Maintenance Requirements

Did you know, anytime there is a change to a vendor's information our Vendor Maintenance Team needs to be notified? Our Team also needs to be notified when a department uses a new vendor. Advising Vendor Maintenance of changes can be a simple process with the use of the Ven-

dor Add/Change Request Form, which can be found [here](#). This form must be completed by the University department for all new vendors, or anytime there is a change to a vendor's information.

For example, when a company has changed it's name, it is important for the

department to submit the Vendor Add/Change Request Form. The Vendor will also be required to send a memo to Ven-

*Vendor Maintenance can be contacted at  
[mnavarre@unm.edu](mailto:mnavarre@unm.edu) or  
277-1137*

## UNM Bookstore

You might not know this, but you can purchase Mac computers and iPads for your departments at the UNM Bookstore Technology Store.

Their staff is knowledgeable and happy to assist you in selecting a computer, plus they carry most base models in stock so there is no waiting for your order to arrive. They can put a special order togeth-

er, start the asset tagging process and have the same prices as Lobomart. Please consider them for all your technology needs.

If you need more info or have questions please contact the Technology Store at 277-3935. Shop at the UNM Bookstore where your dollars stay on campus to support UNM. Also click on the follow-

ing link for more great technology discount opportunities: <http://bookstore.unm.edu/c-207-technology.aspx>





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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

[mmerker@unm.edu](mailto:mmerker@unm.edu).

Thanks for reading!