



Purchasing Newsletter

VOLUME 4, ISSUE 2

APRIL 3, 2014

SPECIAL POINTS OF INTEREST:

- **Cell Phone Reimbursement Program**
- **New PCard & Purchasing Websites!**

Cell Phone Reimbursement Program

Did you know? Employees participating in the cell phone reimbursement program must make the personally owned device available for business use as determined by their



department and maintain active cell phone service. As a reminder, UNM **will not** pay for the cost of the **cellular device or any related supplies** and payment of bills for the cell phone plan are the responsibility of the

employee. The allowable reimbursement amounts are thirty dollars (\$30) or fifty dollars (\$50). For more information on this program, view the policy [here](#).

INSIDE THIS ISSUE:

- Cell Phone Reimbursement Program 1
- Contract Management System 1
- PCard Updates
- LoboMart Improvements 2
- DocuSign in Contract Director 2

Visit PCard's New Website! pcard.unm.edu

Don't Forget to Send Us Your Contracts!

University Policy #2015 became effective July 1, 2011, which requires departments to forward contracts and agreements to the Purchasing department for inclusion in the Contract

Management System. This policy allows for monitoring the performance of contractors to ensure that all duties are being performed in accordance with the contract. As a reminder, this policy

does not apply to research, clinical and sponsored project contracts. Contracts to be included in the depository can be sent to contract@unm.edu. For more information about this policy, click [here](#).

Important PCard Updates and Changes

The PCard department wants remind all PCard holders of the new maximum single transaction limits. Updates have also been made to the list of approved services. The Pcard may be used to purchase goods, materials and supplies not exceeding \$10,000, unless a

departmental budget authority has set a lower limit for an individual Cardholder. The PCard may also be used to pay for approved services not exceeding \$5,000. The PCard department has updated the [list](#) of approved services and examples of prohibited services.

Also, don't forget that the PCard department has a new website: pcard.unm.edu For more information on these updates and changes, please visit the [website](#) or call Purchasing: (505) 277-2036.



Do you have a comment or question for the newsletter?

[Email us!](#)

PURCHASING NEWSLETTER

Coming Soon: More LoboMart Improvements!

On July 1st of this year LoboMart will celebrate its 10th anniversary. After ten years it's about time we made some improvements, so we will shortly begin a project to change the way we use LoboMart. The changes we have planned will eliminate Banner receiving documents, allow you to attach your supporting documentation directly to the LoboMart requisition, and keep all of your transaction history in one place. You'll be able to

check status, view the PO, approve invoices and look at payment history in LoboMart. We'll also be rolling out new roles, so if you just want to look around to check pricing, but not submit a PR, you can do that. If you will be a department super user who needs to do everything, you can do that. If you are only interested in approving payments, you can do that. We hope you'll be as excited as we are to welcome

the next phase of purchasing to UNM.

Stay tuned, we'll be communicating with you throughout every stage of the project. If you'd like to suggest improvements or have any questions, please contact us at purch@unm.edu.

LoboMart Phoenix is here!



Use DocuSign with Contract Director!

Purchasing is always looking for ways to help departments save time throughout the procurement process. We're excited to announce that on May 1, 2014 Purchasing will be integrating DocuSign, an

electronic signature technology, into Contract Director! Departments who utilize Contract Director will be able to take advantage of DocuSign for *free*. For more information on

DocuSign or Contract Director, please contact the Purchasing department at purch@unm.edu.

Visit Purchasing's New Website! purchase.unm.edu

Don't forget! You can contact Purchasing at purch@unm.edu where multiple representatives are available to help you with LoboMart, receiving or any other procurement related questions!

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 purch@unm.edu

Thanks for reading!

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