



Purchasing Newsletter

VOLUME 5, ISSUE 3

MAY 29, 2015

SPECIAL POINTS OF INTEREST:

- Purchasing Computer Peripherals
- Standards Based Technology

Purchasing Computer Peripherals

It is now possible for UNM end-users to purchase computer peripherals from Staples PunchOut through LoboMart. Peripherals include items such as keyboards, webcams, speakers, a mouse, etc. Please see attached [Flyer](#) for more information and

Staples contact information. You can also contact Angela Prieto in Purchasing for any additional information you may need regarding your peripheral purchases. She can be reached at 277-1770 or angelap@unm.edu.

INSIDE THIS ISSUE:

Purchasing Computer Peripherals	1
Background Checks	1
Rental Car Agreements	1
LoboMart Project Update	2
Standards Based Technology	2
Fiscal Year-End Reminders	3
Traveling with UNM Equipment	4

Background Checks

For the protection of the University and its departments, all Staff background checks, including fingerprinting background checks, will be facilitated by the Division of Human Resources. This includes background checks for all volun-

teers, interns, contractors, and employees of contractors. Human Resources will ensure compliance with the Fair Credit Reporting Act and all other applicable laws regarding background checks, in addition to University policy.

Rental Car Agreements

Reminder: The new University of New Mexico vehicle rental agreements went into effect May 1, 2015. Our contracted vendors are Enterprise Rent-A-Car and National Car Rental. These contracts now include insurance coverage with the standard UNM rate as follows:

- DW: Business rentals only – on all products and discounts the renter is not responsible for loss and/or damage to the rental vehicle.

- Liability: Business rentals only – on all products and discounts primary liability limits shall be 100/300/50.

For more information on these agreements please visit our website at: <http://purchase.unm.edu/Information%20for%20UNM%20Staff/priceagreementcarrentals.pdf>





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

PURCHASING
NEWSLETTER

Purchasing Department
MSC01 1240
1 University of New Mexico
Albuquerque, NM 87131-0001
Phone: 505-277-2036
Fax: 505-277-7774
Email: purchase@unm.edu
Website: www.unm.edu/~purch/

LoboMart Project Update

The new Supplier Portal has been live for a few weeks now and all UNM Sourcing events are now being posted through the Portal. Vendors will need to be registered in the new Supplier Portal in order to access and respond to any of

the sourcing events posted. You can access the portal through the Purchasing website at: <http://purchase.unm.edu/information-for-suppliers/bids-and-proposals.html>



Standards Based Technology

The Health Sciences Center (HSC) uses a standards-based computing support model to meet the IT needs of all faculty and staff. To be eligible for support services, a workstation or server must use standard hardware and software. Having standards-based technology allows IT staff to maintain a turnkey operation that quickly and efficiently resolves all workstation- and server-related issues. Technicians in the Health Sciences Library and Informatics Center (HSLIC) who are certified to work on the standard workstations and servers can easily resolve common problems, obtain warranty parts overnight and effectively keep you working with minimal downtime. HSLIC does not support non-standard systems. If you need support for a workstation or server that does not use standard hardware and software, your department will be required to identify a person who

will be responsible for the maintenance and support of the workstation.

HSC Departments can find quotes and purchasing instructions for standard Apple and Dell models at <http://hslic.unm.edu/usersupport/support/standardquotes.html>. Workstations purchased through the Dell or Apple punchouts in LoboMart will not require an exception, but they must be purchased with the Windows 7 Operating System. If this procedure is not followed, the department seeking the purchase must request an exception. The exception process exists solely to identify and evaluate departmental needs that are not met with the standard configurations. The exception request form is posted on the P-Card website at <http://pcard.unm.edu/common/files/non-unm-standard-computer-hsc.pdf>

Fiscal Year-End Reminders

It's that time of year again!



On June 30, we will wrap up FY15 and complete our eleventh year in Banner. Here are some important dates to keep in mind pertaining to the Year-End Close schedule:

Requisition Deadlines:

LoboMart Requisition deadlines are tiered based on bid limits & transaction size. Requisitions for FY15 Purchase Orders must be completed and approved by departments by these dates:

- **May 1** - \$60,000 or more (over bid limits)
- **June 5** - \$5,000 - \$60,000
- **June 12** - Below \$5,000

PO Payment Deadlines:

- **June 30** - Deadline for services to be rendered, goods to be physically received in departments for FY15 payments.

- **July 1** - Deadline for AP to receive your FY15 invoices for payment processing. Also the deadline for departments to create Banner Receiving documents.
- **July 13** - Last FY15 Check Run & Direct Deposit Run.

PO Change Order Deadline:

- **June 30** - Change order requests to modify or close existing FY15 POs must be submitted by noon.

Direct Pay Transaction Deadline:

- **June 30** - Deadline to complete Direct Pay Transactions to be paid with FY15 funds.

Requisitions for next fiscal year, FY16, can be created in LoboMart beginning June 1. However, payments against FY16 POs cannot be made until FY16 begins on July 1. For more information, the FY15 Year-End Close schedule can be found here: <http://fssc.unm.edu/>

Traveling Abroad with UNM Equipment

Are your faculty and staff traveling internationally and planning on taking University owned equipment with them? All UNM travelers who intend to take equipment or software abroad should check with the UNM Office of Export Controls, specifically Adelia Gunn at 277-2968 or export@unm.edu, to ensure that they are in compliance with Federal regulations prior to travel abroad.



Travelers should also be aware of the list of countries that have been sanctioned by the U.S. Government. Travel to these countries may have restrictions or could require an export license. Please follow the link provided below for the current list: <http://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx>

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 jglucero@unm.edu.

Thanks for reading!