



Purchasing \$en\$e

A Quarterly Publication from the OU Purchasing Department

www.ou.edu/purchasing/home/index.htm

Did you know?

A major beautification campaign has transformed the appearance of the OU Health Sciences Center in Oklahoma City. The project has replaced a divided highway through campus with seven tiered gardens featuring traditional OU arches at each end. The new pedestrian walkway's landmarks include an OU Seed Sower sculpture at the west end, a clock tower at the east end, and a 70-foot granite fountain in the center..

—Source,

OU Public Affairs

The Bard Speaks

Frequently we run into situations in which a department does not want to patronize one of our Auxiliary Enterprises (Aux/Ent). Familiar Aux/Ent examples are University Food Services, University Printing Services, and Physical Plant / Site Support.

Aux/Ents were brought into being for the main reasons of responsiveness, quality, and control. While they must be competitive, they do – by virtue of University policy – get right of first refusal on departmental work they are qualified to do.

It is not always easy for an Aux/Ent to be competitive since it must participate in the same compensation increase programs that other departments must observe, and it must also cover the cost of generous University benefits. The Aux/Ent's outside competitors aren't typically subject to the same pressures. Nevertheless, our Aux/Ents work extremely hard at staying price competitive, which they know they must do.

If you know that a product or service you want is available from one of our Aux/Ents, you are supposed to start there. If you cannot agree on price, quality, etc., you may request Purchasing to do a bid or RFP, in which case the Aux/Ent will be allowed to respond along with other outside vendors.

All that being said, my purpose here is not only to remind you of the policy and the reasons behind it, but also to ask you to think about a few other things before you try to take your business "outside." We're either a family or we aren't. If we are, shouldn't we work together?

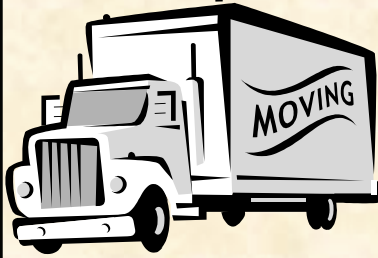
—Burr Millsap,

Associate Vice President for Administrative Affairs

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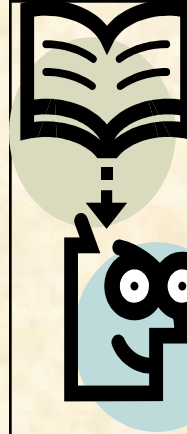
RELOCATION POLICY EXPLAINED

For new incoming faculty and staff, OU offers a choice of five national van lines, and the option of using U-Haul, for relocation to Oklahoma. Use of one of our contract vendors provides for payment to be made by the university (subject to departmental moving allowance), with no or little out-of-pocket expense by the new employee. The new employee should contact any (or all) of the contract vendors for an estimate, and, if the cost exceeds \$5000, ask their new OU department to submit a Peoplesoft requisition, allowing Purchasing to issue a purchase order to the vendor. If the cost is less than \$5000, the new employee may schedule the move with the vendor, asking that the invoice be sent to the new OU department. If the cost exceeds the employee's moving allowance, the OU department will pay up to the allowance, and the employee pays the balance.

If the employee wants to use U-Haul, regardless of cost, a purchase order must be issued through Purchasing. A Peoplesoft requisition should be prepared, indicating employee name, contact phone number or e-mail address, departure city (to include U-Haul location), and departure date. Once the Peoplesoft requisition is received, a buyer will contact U-Haul, obtain a reservation number, and provide that to the new employee and department. Other services and products U-Haul can provide (such as boxes, packing blankets, etc.) can be included.

If a non-contract moving vendor is desired, moving estimates from at least two of OU's contract vendors are required before authorization can be provided. Use of OU's contract vendors allows for faster resolution of any problems associated with the move, like damage to goods, in addition to competitive rates.

Additional information is available at www.ou.edu/purchasing/home/contracts/services.htm#services, including a list of vendors, or call Mark Keese in Purchasing, 405/325-8519.



DO YOU KNOW?

The "attachment" option you see in Peoplesoft requisition entry **does not work**. This is a Peoplesoft feature that was not incorporated into either the Norman or HSC Peoplesoft software. If you have attachments to go with your requisition, please fax to Purchasing at 405/360-0481, or e-mail to the assigned buyer.

NEED A CELL PHONE?

OU does not have cell phone contract providers for use by campus departments. We recommend you obtain equipment and service through any of the service providers available on the Department of Central Services state contract, #SW105, which can be accessed at www.dcs.state.ok.us/SW_Contracts.nsf. Use of a state contract provider will ensure that all terms and conditions and agreements comply with Oklahoma laws and state government requirements.



UPDATE

Our agreement through E&I Cooperative and DHL Express Services has ended. The Purchasing Department is seeking input from DHL management to determine if continuing a separate agreement with OU is in each of our best interests. For the present, departments may continue to use DHL services, but the shipping rates we had under the E&I agreement are no longer valid. Purchasing will keep you updated on the status of any DHL agreement via the Purchasing website, www.ou.edu/purchasing/home/index.htm.

Honesty is the first chapter in the book of wisdom.

—Thomas Jefferson

IMPORTANT UPDATE FROM RADIATION SAFETY OFFICE

In the State of Oklahoma, only licensed practitioners (e.g., physicians, dentists, podiatrists, etc.) are authorized to administer medical x-rays. These radiation producing devices are required to be registered with the appropriate state agency. The Radiation Safety Office is seeking information on the purchase of these devices in order to ensure that they are properly registered and tested, the rooms in which they will be used are appropriately shielded, and that the individuals who use them are properly trained. Similar concerns have also been raised regarding the use of lasers on our campuses. Therefore, we wish to implement a procedure where each department is responsible for contacting the Radiation Safety Office prior to submitting a request for these types of purchases to Purchasing. This is not for the purpose of approval, but rather as a means of providing information to the Radiation Safety Office. The Norman Campus RSO contact is Dick Trim, who can be reached at 325-0820. The RSO for the Health Sciences Center and Schusterman Campus is George MacDurmon, who can be reached at 271-6121.

15-PASSENGER VANS CAN NO LONGER BE LEASED, RENTED OR PURCHASED

Because of rising safety concerns, the University Administration has decided that lease, rent or purchase of 15-passenger vans will no longer be allowed. The maximum size van approved for lease or purchase is now 12-passenger.

Please Pay Your SAMS CLUB Invoice Promptly!

A major problem we have with Sams Club procurement is invoice payment. It is important that departments approve and process Sams Club invoices promptly. If not, Sams will stop further purchases until all invoices have been paid.

- ⇒ For the Norman Campus, forward a copy of the Sams receipt to assigned Purchasing buyer.
- ⇒ For the HSC Campus, forward the Sams receipt, with PO number referenced, to Accounts Payable for payment, and a copy of the Sams receipt to the assigned Purchasing buyer.

Thank you!



COMPUTER RELATED PROCUREMENT REMINDERS

⇒ If you want to purchase or lease computers

for your department, please route the request to the campus IT Department. In most cases, IT can make the purchase or lease for you, and save money!

⇒ Software that does not need Purchasing or IT review includes any costing less than \$5000 that can be downloaded from a website, or that is “shrink wrapped” and obtained from sources like Best Buy.

⇒ If the software cannot be downloaded, but is mailed to you, it typically requires Purchasing review of the agreement before you can purchase.

⇒ Any software costing over \$5000 does require Purchasing review, and may be subject to approval of the campus IT Department.


⇒ Contact Purchasing for additional information.

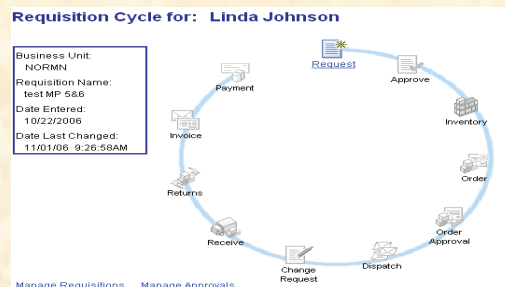
REGENTS EVALUATION REQUIRED

If your purchase requires approval by the Board of Regents and is not a sole source purchase, an Evaluation Committee must be formed consisting of at least three departmental employees, in addition to the Purchasing buyer. There are no exceptions to this requirement.

REQUISITION INQUIRY FOR NORMAN PEOPLESOFT USERS

You can check the progression of your requisition by going to eProcurement, Manage Requisitions. To view the requisition

cycle click on the “Circle of Life”  and see at a glance where your requisition is in relation to this cycle. The corresponding icons within the cycle are hyperlinked as the requisition progresses through the purchasing process.



Serving the Norman, Oklahoma City and Tulsa Campuses

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Purchasing Sense is a quarterly publication of the University of Oklahoma Purchasing Department.
Pat Corley, C.P.M., Editor
Jean Wilson, Associate Director of Purchasing



**MEET
KANDY
CHAAT**

Kandy Chaat began her career at OU in the early 80's with the Norman campus

Physical Plant Department, and is planning her retirement this fall. The past several years, Kandy has been a member of the Medical Team in Purchasing, and says, "it's a wonderful place to work with some great people!" In her spare time, Kandy enjoys fishing, boating, and has found favor selling stuff on e-bay! (*Going once, going twice....*) Kandy is also a big fan of oriental food, in particular good sushi (if there is such a thing!) She and husband Ted are working on their retirement home in south Texas. We'll miss her when she retires, and wish her only the best!



Welcome to these new employees!

- ⇒ Kira Reyes (Tulsa Office)
- ⇒ David Seymour (Surplus)
- ⇒ Susan Cochran (Surplus)

And Best Wishes to these Departing Employees

- ⇒ Tom Balsley
- ⇒ Allen Cook
- ⇒ Teresa Bambara
- ⇒ David Richardson

**NORMAN CAMPUS
OU PROPERTY CONTROL
SURPLUS STORE**

**NOW OPEN FOR GENERAL PUBLIC SALES
EACH WEDNESDAY, 8:30—2:00 PM
2101 W. TECUMSEH ROAD, NORMAN**

Information: 325-2782 or visit

http://www.ou.edu/property_control/index.htm



GIVE US A CALL!

- Pat Corley, 325-4191
 - Karen Hicks, 325-9846.
 - Judy Albertson, 325-2818
 - Pam Cantrell, 325-9606
 - Kandy Chaat, 325-3308
 - Lisa Merrell, 325-4893
 - Linda Johnson, 325-2229
 - Mark Keesee, 325-8519
 - Brad Larson, 325-8965
 - Susan Mecham, 325-3091
 - Randy Payton, 918/660-3082
 - Kira Reyes, 918/660-3091
 - Linda Royal, 325-7079
 - Craig Sisco, 325-5261
 - Tami Tatum, 325-5097
 - Sandy Totten, 325-5090
 - Suzanne Carter, 325-5092 (P-card)
 - Patty Bowman, 325-2641
- (Property Control—Norman campus)