Is Coming To Norman!

11 at the Meacham Auditorium in the Oklahoma Memorial Union. Around 55 people participated, including several from the Health Sciences Center (to get a glimpse of the project). The purpose of the focus group, of course, was to demonstrate the initial development ideas and to get feedback. Because the group was much larger than the usual focus group size of 7 or 8, there was a fear that people would be hesitant to speak up and provide comments or ask questions. Nothing could have been further from the truth! The participation from the large group was fantastic, generating over 100 comments, each of which the implementation team is addressing.

As we go through time and use Crimson Corner more and more, Pcard activity should decline. By doing all of your purchasing activity in Crimson Corner, you will have a complete audit trail of your purchase, from "req to check." No longer will you need to do all the things associated with Pcard reconciliation. That’s the good news. As with any new process, Crimson Corner will be a change. In the beginning, certain processes may be seen as backward steps or inconveniences. This is perfectly normal and should be expected. Much of the authorization and approval steps will be moved to the front end of the purchasing process, so the impression may be that it is slower and less convenient than using the Pcard. However, countless universities across the United States are using SciQuest very successfully and efficiently. The overall process should be more efficient, especially on the back end.

Perhaps the most important feature of Crimson Corner will be the collecting of the line-item detail of what we buy. The saying may be, “The Devil’s in the detail,” but so are the Angels. As we move through time, we will be better armed to stretch our budget dollars further by discovering the very best prices "out there" and working with our suppliers to deliver at those prices. That, combined with being able to look up all of our purchasing activity in a single environment, will be a huge step forward.

Stay tuned. The next focus group is scheduled for March when the participants will return to see how their initial comments have been addressed.

Did you know?
Since its creation in 1998, OU’s Office of Technology Development has created 38 companies that have generated more than $96 million in capital, more than $11 million in cash and more than $30 million in current estimated equity value for the university. In addition, the companies have created in excess of 158 jobs, which pay on average nearly twice the median household income in Oklahoma.

Source
OU Public Affairs
The following meeting dates for the University of Oklahoma Board of Regents are provided to assist you in your planning for any purchase over $250,000. Purchase orders over this amount cannot be issued until first approved by the Board of Regents.

Please contact Purchasing as soon as possible for assistance to plan and allow adequate time to purchase goods or services requiring Regents approval. You will need to allow sufficient time for the bid process - in most cases this is a minimum of 3-4 weeks prior to the “Due to Purchasing” date. For construction projects, a minimum of 6-8 weeks is required prior to the “Due to Purchasing” date.

Please note three dates below. The 1st date is the posted Regents meeting date. The 2nd date is the deadline to submit your required information to Purchasing so an agenda item can be written. Your agenda item will be one of many written for HSC, Norman and Tulsa campuses so the lead time is very important. Required information to Purchasing includes bid results with completed matrix or approved sole source justifications, source of funding, etc. The 3rd date is the deadline Purchasing will submit the completed agenda item to Administration and Finance.

<table>
<thead>
<tr>
<th>Regents' Meeting Dates – 2012</th>
<th>Due to Purchasing</th>
<th>Due to Administration &amp; Finance</th>
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<tr>
<td>January 24-25</td>
<td>December 2</td>
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<td>March 28-29</td>
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<td>May 10-11</td>
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<td>June 25-27</td>
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<td>September 19-20</td>
<td>August 3</td>
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<td>October 24-25</td>
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<td>September 17</td>
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<td>December 6-7</td>
<td>October 19</td>
<td>October 29</td>
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The dates for submission to Purchasing and Administration & Finance are projections based on currently scheduled Regents’ meeting dates and subject to change. Please contact Purchasing to confirm correct deadlines to ensure an adequate timeframe for your entire solicitation, evaluation and approval process. The Purchasing main phone number is 325-2811.

We would like to welcome these new employees:

Buyer
Natosha Cagle
Receiving Tech
Steve Dannehl
Inventory Specialist
Jeremy Tucker

Best wishes as we say goodbye to the following employees:

Jean Wilson
Dennis Winfrey
Sean Simpson
Michael Parrish
GOT A CONTRACT TO SIGN?

Unless you are authorized to sign contracts for OU (and most of us aren’t!), all contracts and agreements regardless of dollar value, must be reviewed and signed by the OU Purchasing Department. In most cases, we will route the contract or agreement to OU Legal Counsel for review. Contracts and agreements must comply with state statutes, and often we must negotiate with the vendor to arrive at acceptable terms and conditions, and sometimes vendors will not modify their contract to comply with OU’s requirements. In those cases, Purchasing cannot sign or approve the contract. Contract review and approval does take some time, so get your contract or agreement to us as soon as possible, and we’ll get it back to you as quickly as we can. Thank you!

Are you advertising for an event, job, or department? We can help!

When advertising for the University, the department will need to submit a requisition to Purchasing regardless of the amount.

- Standard advertisement (newspapers, journals and periodicals).
- Employment ads
- On-line ads
- Radio ads
- TV ads

Note: With the exception of classified ads, athletics, outreach and audience development ads (the museums and fine arts events), the VP for Public Affairs must review and approve advertising.

If you have any questions on advertising, please contact Nathan Baird at (405) 325-5083 or nathan-baird@ouhsc.edu.

Hours of Operation

Property Control has a wide variety of items for departments, such as bookcases, chairs, desk, file cabinets tables, office supplies & many other items. We are open for departments Mon-Tuesday 8a.m.-4:30p.m., Wednesday’s 2p.m.-4:30 & Thursday-Friday 8a.m.-4:30.

Property Control also holds a sale for the Public on most Wednesdays 8:30am-2pm. A huge selection of items no longer needed or wanted by the University is offered for sale. Check out our website www.ou.edu/property_control.

Validation of Inventory

Validation emails have been sent out for FY12, if your department has not received an email regarding your inventory, please contact Property Control so we may schedule a date & time with you. As you may or may not know, Property Control Validates items $5,000.00 and over that the university has on inventory, found, missing or stolen. We are required by the state to report these items at the end of the validation period which is usually in July.
Password Reset
If you are having problems logging into Works due to an incorrect or forgotten password please email prodadmin@ouhsc.edu so that the program administrators can unlock and reset your account. The option for the system to send your password via email on the login page does not function. Please keep in mind that your user ID is your six digit HR ID.

Works Report Delay
When running a report at the end of the billing cycle you will need to keep in mind that there is a delay from when you change the allocation, sign off or make notes on a transaction to when those changes will appear on the report. If you run a report and your changes are not available, run the report again in a few minutes to allow the system to update the changes.

International Transaction Fee
Some cardholders might see an International Transaction Fee come though Works. Most international transactions are assessed a 1% fee by the associations (Visa, MC, Amex) and while charges to international vendors are normally not allowable, the fee is legitimate. If you are unsure what transaction this fee is attached to you will find that the Bank Transaction Number in the General Tab will be the same for both the International Transaction Fee and the transaction it is related to.

Pcard Cut-off Dates
Both the HSC and Norman Pcard cutoff dates for 2012 have been posted. Please remember that the cycle date range refers to the post date of a transaction and with the Works system, transactions post in 24 hours. To ensure that you are aware of the cutoff deadlines, please make yourself a reminder on the appropriate dates which are linked below.

HSC Cutoff Dates
http://www.ou.edu/purchasing/pcard/cutoff/2012hsccutoff.html

Norman Cutoff Dates
http://www.ou.edu/purchasing/pcard/cutoff/2012normancutoff.html

Pcard HSC - https://webapps.ou.edu/Purchasing/pcard/training/forms/hsc/new_user/hsc_form.cfm
Pcard Training Norman - https://webapps.ou.edu/Purchasing/pcard/training/forms/norman/new_user/norman_form.cfm
Pcard Dates Tulsa - https://webapps.ou.edu/Purchasing/pcard/training/forms/tulsa/new_user/tulsa_form.cfm
Meet Ron Nealis

This edition of Purchasing $ense features senior buyer Ron Nealis. Ron is located on the Tulsa campus but his name is probably familiar to many of you on all three campuses. Ron is asked to lend his buying expertise for all types of University purchases and brings a sincere desire to offer excellent customer service and procurement advice for every project he’s involved in. Ron was born in Germany while his father was stationed there and spent the first fifteen years of his life as a “military brat”. Ron says he used to be quite fluent in German but that was a long time ago and now just worries about understanding the lingo of three daughters ages 17, 13, and 11! Ron is quite an athlete and loves to golf, bowl and play basketball. He started honing his basketball skills while growing up in Germany and actually played a high school game against another military brat you might have heard of.....the player now goes by the nickname of Shaq?! Ron says he loves to watch his three daughters play basketball which seems to keep him busy in addition to just being “Dad”. In his spare time, he loves to cook and makes sure he watches Food Network as often as he can to catch up on some good recipes. Ron, you’re quite a renaissance man to be sure!

Acquisitions
Nathan Baird 325-5083
Teresa Bernhardt 325-2847
Pam Cantrell 325-9606
Susan Hendon 325-4893
Linda Johnson 325-2229
Mark Keesee 325-8519
Brad Larson 325-8965
Susan Mecham 325-3091
Ron Nealis (918) 660-3079
Elizabeth Price 325-2818
Kira Reyes (918) 660-3091
Linda Royal 325-7079
Natasha Cagle 325-5097
Craig Sisco 325-5261

Pcard
Suzanne Carter 325-5092
Brittani Schwartz 325-4637
Rebecca Norris 325-5081

Property Control—Norman
Patty Bowman 325-2641
Stephen Kraus 325-2782
David Seymour 325-2782
Jeremy Tucker 325-1680
Eric Harmon 325-1680