From:	Erma Baker (ebaker)
To:	Erma Baker (ebaker)
Subject:	UMW Purchasing Updates
Date:	Thursday, January 26, 2012 3:31:28 PM
Attachments:	image002.png

UMW BUSINESS SERVICES

Happy New Year Campus Buyers and Buyer Managers-

Within this message find news about:

-Assistant Director of Purchasing, Melva Kishpaugh
-Late breaking news…a new eVA field rolls out tomorrow (1/27/2012)
-New campus contracts
-Message from the Department of General Services about personally identifiable information within eVA

PURCHASING NEWS

Please join me in congratulating Melva Kishpaugh on her recent promotion to Assistant Director of Purchasing. Melva and the purchasing team are in their new home on the 4th floor of Eagle Village. Melva has worked as a Buyer Specialist at UMW for four years, prior to joining us she was a buyer for Rappahannock Area Community Services Board, after spending 16 years in private sector purchasing. We wish Melva well in her new role.

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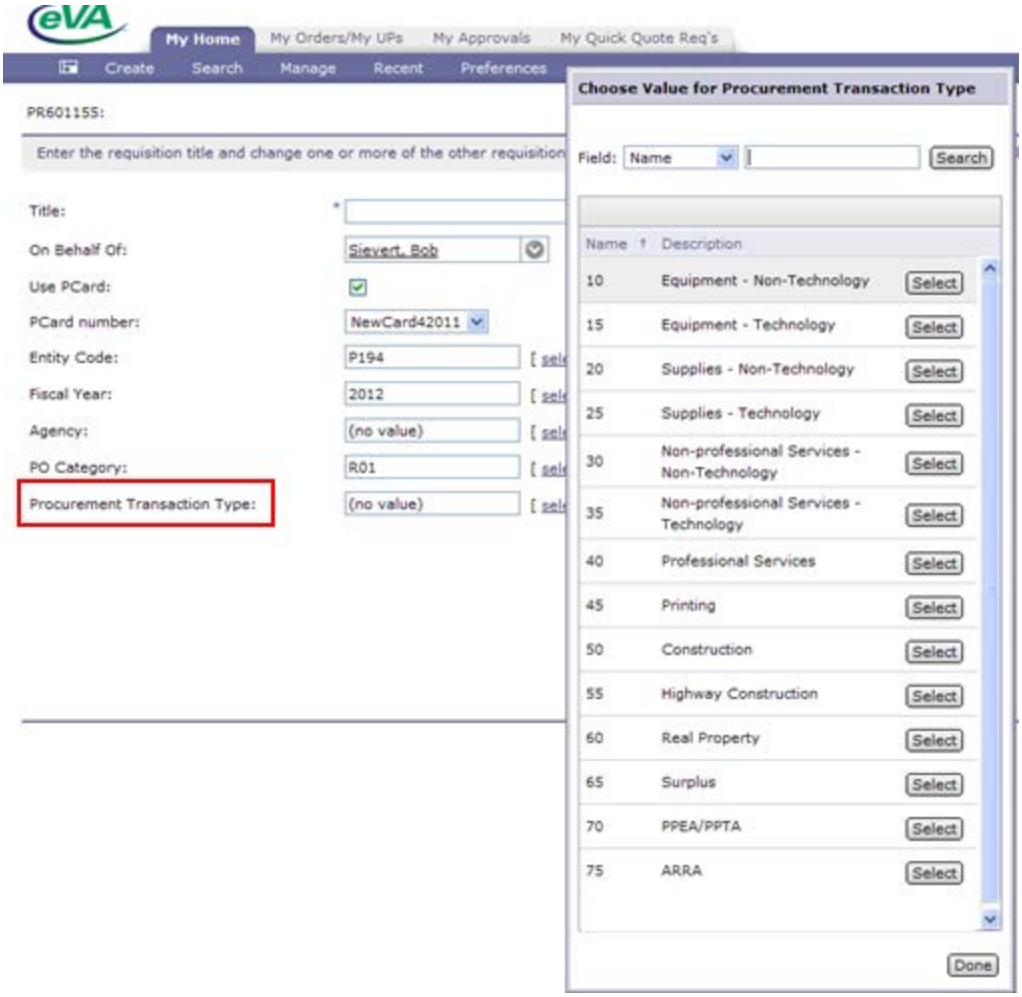
eVA REQUISITION UPDATE

Effective Friday, January 27… a NEW eVA field will be added to requisitions. According to DPS, the added field "procurement transaction type" will ultimately be used to build reports and get a closer look at state procurement transactions in various categories. We encourage you to make what seems the most logical selection among the choices provided. There will be no interruption of work flow and no review of field selections at this time.

A special thanks is extended to Vickie Chapman and Lynn Norfleet, from Training Evaluation and System Support, for the following user guidance:



Overview

The procurement Transaction Type field is required on all purchase requisitions beginning Friday, January 27th, 2012. The intent of the code is to allow state reporting of goods and services at a Purchase Order level.

- When multiple Procurement Transaction Types are entered on the same requisition, choose the type that is the highest dollar value. For instance, if you are ordering Equipment that is both Technology (for $500.00) and Non-Technology (for $250.00), select Equipment –Technology as the Procurement Type.

- NIGP and Account selection and coding will remain on the individual line items, continue processing as usual.

How to Choose the Appropriate Procurement Transaction Type.

The chart below is provided to assist with samples of UMW account codes and the likely procurement type selection.

Procurement Type	Account Codes	Procurement Type	Account Codes
Equipment-Non Technology	7226x, 7227x and 7228x	Equipment-Technology	722X, 71279, 71279L
Supplies-Non Technology	713x	Supplies-Technology	71373

Professional Services	7124x, 71261	Non-Professional Services-Technology	7127x , exclude 71279 and 71279L
Non Professional Services Non Technology	7126x, excluding 71261	Construction	For Facilities Only
Printing	71215	Surplus	For Storeroom Only

PROTECTION OF PERSONALLY IDENTIFIABLE INFORMATION

DGS has sent out a memorandum reminding all eVA users the requirement of protecting personally identifiable information from public access, including among others Social Security numbers, Federal Tax ID numbers, Patient Information, and Personal Banking Information, in accordance with Federal and State law. This memorandum in its entirety is available on the purchasing department website. If you have any questions, please contact the Purchasing Department.

UNIVERSITY CONTRACT NEWS

Charter Bus Service- The University contract for charter bus service has been reassigned (from Scenic America) to Academy Bus. The contact phone number to secure bus service is 703/392-8687 ext. 3480. The contract administrator for this contract remains Patrick Catullo, in Goolrick Hall.

Campus Vending will be under a new contract, effective February 1, 2012. Any problems with vending machines may be reported through the following site, or by calling the EagleOne office at ext. 1005.
http://adminfinance.umw.edu/eagleone/report-a-vending-issue

Reminder: CONTRACTS/AGREEMENTS REQUIRING SIGNATURE

The authority to sign a vendor contract and commit the University to certain terms and conditions is limited to designated administrators. **Departments do not have the authority to sign vendor contracts, even those under the departmental delegated purchasing authority.**

If departments are presented with a vendor contract, they should contact the purchasing office for appropriate review and signature.

If there are questions about any information within this message, please contact the purchasing office at 540-654-1127.

Thank you,

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