

# Procurement Newsletter

December 2018

## Contract Spotlight Office Depot

The University-wide contract for office supplies is available on cyBUY through Office Depot. The contract provides discounted prices on a core list of office supplies most often ordered by our University and can be found by sorting search results by Best Value or looking for the Best Value starburst symbol. ~~BEST VALUE~~ Office Depot also provides a percentage discount on other items based on the item category. Some of the most deeply discounted items are on ink and toner cartridges.

After reviewing the pricing of ink and toner cartridges from all cyBUY vendors, Office Depot offered the lowest price over 75% of the time. A couple things to remember when ordering ink and toner supplies:

- » Office Depot offers next day delivery so there is no need to order and stock extra toner. Keeping extra toner on hand could lead to outdated or wasted toner if you purchase a new printer.
- » The Office Depot catalog has an Ink & Toner Cartridges search tool. You can enter the printer brand, the ink/toner cartridge number, or the printer model number to find the correct ink or toner for your printer.
- » Beware of fraudulent companies trying to sell ink and toner. None of our contracted suppliers will ever call and ask you to order toner. Do not provide any information about your printers or copiers over the phone. Do not accept orders or pay invoices for toner you did not order.
- » All toner for copiers should be ordered through Ricoh or Laser Resources.

Please remember to order copy paper from Central Stores by using **item# 6060.1232**.

For questions concerning products or orders, contact Office Depot customer service at 1-888-777-4044, **account# 90465105**. For additional assistance, contact Bill Spratt at ISU Central Stores, 515-294-0402 or [bspratt@iastate.edu](mailto:bspratt@iastate.edu). For questions about cyBuy, contact the ISU Procurement Services Department at 515-294-8577 or [cybuy@iastate.edu](mailto:cybuy@iastate.edu).

## Our Mission

The mission of the Iowa State procurement services department is to provide efficient, timely and effective assistance to faculty, staff, and students.

Please contact us with any questions or concerns by contacting a staff member directly, emailing [procurement@iastate.edu](mailto:procurement@iastate.edu) or calling 515-294-4860.

# What's with all the pickles?



If you have visited the Procurement Services department recently you may have seen our new Mr. Pickle Award. When we receive a compliment about a staff member providing outstanding customer service, we present them with a Mr. Pickle. We came up with the idea based on a customer service video presented by Bob Farrell called “Give ‘em the Pickle!” On his training website it states “PICKLES are those special or extra things you do to make people happy. It’s a handwritten thank you note with every order shipped. It’s walking the customer to

the item they’re looking for rather than pointing... or maybe it’s simply calling them by name. The trick is figuring out what your customers want...and then making sure they get it.”

If you would like to recognize a Procurement Services staff member and help them earn a Mr. Pickle, you can fill out the form on our website: <https://www.procurement.iastate.edu/home/recognition-form>. You may include your name or submit a comment anonymously.

And if you haven’t seen Mr. Pickle yet, please stop by and see us and check him out!

## ISUBid

Procurement Services has some exciting news. On September 10, 2018 we launched a new online bidding system called ISUBid! Using bidding software provided by Ion Wave Technologies, ISUBid allows for the elimination of traditional paper bids and provides a standardized, streamlined online process.

At the same time we are also migrating from the word “vendors” to “suppliers”. Suppliers must register in ISUBid to receive bid opportunities and to respond to bids.

# Uniform Guidance Update

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In our June newsletter we provided an update on the Uniform Guidance (UG) changes that went into effect July 1st. Shortly after sending out the newsletter, we became aware of a change to the micro purchase limit that allowed us to align that limit with our competitive bid limit of \$50,000. We are providing the article from June again in this issue with the updated micro purchase limit.

Uniform Guidance (UG), is the set of rules and regulations that governs the administration of federally funded projects and is meant to combine, update, and supersede the OMB Circulars and federal guidelines, including A-21, A-110, and A-133. The bulk of Uniform Guidance came into effect on December 26, 2014, but much of the guidelines that impact Procurement Services were delayed. As a result, Procurement Services will be compliant with UG standards by July 1, 2018, a requirement in order to remain eligible to receive federal funds.

The changes to Procurement Services policies and procedures will mostly be handled by the Procurement Services staff. One change that will affect departments is the increase to the micro purchase limit from \$3,500 to **\$50,000**. The Federal Justification Information section on P-Card transactions, when federal funds are used, will no longer be required. The other requirement that will effect departments relates to the close-out of federally funded orders. Departments will receive an email from Procurement Services when a purchase order is fully invoiced or a contract is concluded requesting answers to a few questions related to the receipt of goods and/or services and the satisfactory completion of the order so that we may close out the associated purchase order or contract. **This email will be sent via DocuSign and the form will need to be completed and signed through DocuSign.**

The mission of Procurement Services is to provide efficient, timely, and effective services that maximize resources and support the university and we will continue to strive towards providing excellent customer service. Please contact Cory Harms, Director of Procurement Services, or Stacy Sassman, Associate Director, with any questions.

# Monitoring Purchasing Card Use With Line Item Detail

No one likes to think about the possibility that a coworker may be using a university financial instrument like the purchasing card for personal gain. While this issue has been rare at ISU, other institutions have found cardholders circumventing program controls by creating fake receipts.

Department reallocators and approvers are our first line of defense in detecting misuse by cardholders, and line item detail (also known as level 3 data) provides an opportunity for additional review of purchasing card transactions. Not all suppliers provide item detail for their transactions - you'll see this information display on transactions from some large retailers, such as Target, Lowe's, and Amazon. As a reallocator or approver, you'll

want to compare the receipt provided by the cardholder with the item detail displayed on the screen in the AccessPlus p-card system.

Your card services team is here to help with any concerns you may have with the purchasing card program. Email us at [pcard@iastate.edu](mailto:pcard@iastate.edu), or contact Shari Russell at [sjrussel@iastate.edu](mailto:sjrussel@iastate.edu) or 294-4573 for assistance.

Vendor Name: LOWES #00581\* AMES IA MCC: 5200 HOME SUPPLY WAREH  
Goods/Services Purchased: WALL MIRROR FM077830  
Business Purpose: LINDEN RESIDENCE HALL IMPROVEMENTS

N Airline ticket  Certificate of Lost Receipt Completed

Item	Qty	U/M	Description	Unit Cost	Ext Cost
1	150.00	EA	13.5-IN X 49.375-IN WHT D	6.5800	987.00



## Staff Spotlight David Kilts

My role in the Procurement Department is to learn as much as I can, as fast as I can. Outside of that, my main focus will be lease agreements for land and property. Other areas that I will focus on will be professional service contract agreements, educational and classroom supplies, janitorial equipment, supplies and services, and storage facilities to name a few.

I completed a majority of my undergraduate studies at the University of Nebraska – Lincoln. I took some time off to work as a Purchasing Manager for a company called Levy Restaurants who provide food and beverage for a wide variety of sports teams and different venues (ISU concessions and suits are operated by Levy). During that time, I thought that I needed more student loan debt and decided to return to school to complete my bachelor's degree. I graduated from Bellevue University with a Supply

Chain and Logistics Management degree. My last career journey before coming to ISU was with a small company in Nevada, Iowa called JCG Land Services, Inc. as a Land Acquisition Specialist. In a nutshell, I bought land and easements from landowners whose land was not for sale. And now, I came to ISU at the end of July and I'm glad to be buying products that are for sale.

Once upon a time, I used to be an avid bowler and softball player. Then somebody said to have kids, it will be fun they said. And now I am a kid transporter. My kids are Scarlett who is 7 and Oliver who just turned 5. I also drive for Uber, I am a volunteer fire fighter for the City of Roland and continue to help part-time with food and beverage at both ISU athletic events and at Wells Fargo Arena. So yeah, not a whole lot of me time.