

Procurement Newsletter

Fall 2019

Need to attend T&H Card Training?

Attend and be entered to win
a \$100 Amazon gift card!

Procurement Services would like to thank all the faculty and staff who have attended travel and hospitality (T&H) card training and picked up their T&H cards. To show our appreciation, we are entering all of the currently trained cardholders into a drawing for a \$100 Amazon gift card.

We also want to encourage all the faculty and staff who need a travel and hospitality card, or have applied for the card and not yet attended training, to attend one of the upcoming trainings. Faculty and staff can enroll for these orientation sessions at Learn@ISU (learn.iastate.edu) under Course Catalog > Procurement Services > Travel & Hospitality Card Orientation.

Any faculty or staff who complete training and pick up their T&H card between October 23rd and the end of November, will be entered into a drawing for an additional \$100 Amazon gift card. This includes faculty and staff who have already been trained, and just need to pick up their T&H card from Procurement Services.

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 or calling 515-294-4860.

Thank you for attending the cyBUY Supplier Show!

On October 3rd, the cyBUY Supplier Show was held at the Memorial Union. Both suppliers and internal ISU stores set up booths to talk with cyBUY users. Thank you to everyone who attended! We had a great turn out. See you next year!

More frequently asked questions

P-cards and T&H cards

As the implementation of the travel and hospitality (T&H) card continues, the card services team is here to help you with this new program, answer questions about upcoming changes to the procurement card (p-card) program, and assist you with the Workday process for both programs. Contact our help desk at 294-7024 or pcard@iastate.edu for assistance.

How do I get a card?

Your cost center manager or procurement and expense specialist team will be able to assist you with applications for both p-cards and T&H cards. Procurement services is developing a request form within Workday which will allow employees to apply for both card types. Attendance at training is required before either card type is issued.

Do I need to apply for a card before attending orientation?

You are welcome to attend orientation either before or after applying for a p-card or T&H card. The advantage of submitting an application first is that we will most likely be able to issue your card when you attend orientation, saving you a trip to the Administrative Services Building later.

How can I tell which of my cards is the p-card and which is the T&H card?

P-cards are dark gray and have PURCHASING printed on the right side above the embossed number. T&H cards are blue and have

CORPORATE TRAVEL printed on the right side. Sleeves are available for both cards; the p-card sleeve is white and the T&H card is red. Please contact Rachel Jones at rjones1@iastate.edu if you need a sleeve for either card.

How do I get training?

Orientation sessions for both p-cards and T&H cards are available for enrollment through Learn@ISU. Sessions for both are offered approximately once a week.

If I am getting both a p-card and a T&H card, do I have to attend both trainings?

Because p-cards and T&H cards have different purposes, the orientation sessions cover the policies and procedures for each card type. P-card orientation focuses on procurement policies, including use of the university's e-procurement system (cyBUY), and demonstrates p-card verification in Workday. T&H card orientation focuses on the university's travel and hospitality policies for employees and guests, and demonstrates expense report creation in Workday.

Can I use my T&H card with Airbnb or Vrbo?

The T&H card should not be used with lodging broker sites like Airbnb or Vrbo. Travelers who want to make lodging arrangements with these sites may pay with a personal card and request reimbursement. More information is available on the controller's department lodging FAQ page.

Can I still use my p-card for hospitality expenses like hotels and meals for guests of the university?

The T&H card should be used for travel and hospitality expenses for guests of the university, so that we capture required information through expense reporting in Workday. The ability to purchase from restaurants and hotels with the p-card will be phased out by the end of the calendar year (except for cardholders who make purchases from these suppliers for non-hospitality purposes).

Workday Training Resources

Workday has been one of the largest transitions for Iowa State University. November is the fifth month into the switch and we're still getting settled. Procurement Services would like to remind you of the Workday resources available to you.

The WorkCyte website has many resources sorted by subject at <https://www.workcyte.iastate.edu/resources>. It also features:

- A list of Reported Issues in Progress that includes how the issues are being addressed
- Job Aids that provide step-by-step instructions for completing Workday functions
- How-to guides for common Finance questions (e.g., How to get reimbursed for travel)
- Guide to working with Human Resources ISD specialists
- Guide to working with Finance ISD specialists

There are also computer-based trainings available through Learn@ISU (learn.iastate.edu) in the Course Catalog under "WorkCyte Workshop", "WorkCyte Finance System Training", "WorkCyte All General System Training", and "WorkCyte Human Resources System Training." There are short videos explaining how to enter a requisition for a purchase order (Creating Non-Catalog Requisitions) and how to place a cyBUY order (Using cyBUY in Workday).

Contract Spotlight

Office Depot – Copy Paper

Have you ever wondered how the paper used for printing and copying at Iowa State University is chosen? Or, how much paper the university uses each year?

Procurement Services and Central Stores worked with the University of Northern Iowa to develop a request for proposal (RFP) for a 5 year contract with a supplier for the purchase of copy paper. The paper is purchased by the truckload, which is 840 cases (10 reams per case) of letter size, white copy paper. We also contract for letter size 3-hole punch, legal, and ledger paper. In the RFP, we provide the specifications required for the paper we purchase; 92 bright, 20 pound, white, recycled content of at least 20% and post-consumer waste content of at least 20%. We also ask the suppliers to provide additional details about the paper they propose along with samples for us to test. We evaluate the samples based on the opacity, finish, and smoothness of the paper to be sure we choose the best paper for campus.

An RFP for this contract was issued this year and we received responses from three suppliers. ISU evaluated the specifications of the proposed paper, the timeline for delivery, the references of the suppliers, and the paper samples. The paper provided by two of the three

suppliers was gray, thin (using a highlighter caused it to bleed onto the other side and papers underneath), and grainy. Although the paper proposed by Office Depot was the highest in price, it was also the highest in quality.

The paper industry has changed over the years as the cost of materials has increased and paper mills have left the industry; repurposing their facilities for other products. For example, Georgia-Pacific announced in January of 2019 that they were exiting the communication papers business. These changes in the industry have caused an increase in the price of paper. To help mitigate these increases, Iowa State purchases paper by the truckload and will purchase extra if we know an increase is coming. As seen from the chart below, our paper usage has declined over the past 3 years but we are still purchasing 7 truckloads of paper per year!

Copy paper can be ordered through the Central Stores catalog and delivered to your office the same day at no additional cost. To access their catalog, go to their website at: <http://www.centralstores.iastate.edu/central-stores> and click on the Central Stores Catalog logo in the top right corner. You will need to register in their site the first time you place an order. Copy paper is item number 2003373 and is ordered by the ream.

Save a tree! U.S. Bank goes paperless

U.S. Bank has announced that they are promoting sustainable business practices while supporting economic growth. As part of this initiative, U.S. Bank will be migrating accounts away from receiving paper statements. Effective with the cycle ending in October, P-card and T&H cardholders will no longer receive paper statements by mail.

Paper statements are not required in the university's card reconciliation processes. Procurement services will continue to monitor the accuracy of data received from U.S. Bank and integrated into Workday. Reconciliation is performed at the university level, comparing transaction activity to payments made to U.S. Bank.

P-card holders can see a list of their transactions in Workday by clicking on the **Procurement worklet**, then clicking on **My Procurement Card Transactions** or **My Procurement Card Transaction Verifications** (the business documents used to process p-card transactions) under Cardholder Reports.

T&H cardholders can see their transactions in Workday by clicking on the **Expense worklet**, then **Expense Transactions** under the View column.



Staff Spotlight Rachel Jones

Role in Procurement Services – Program Assistant

Issuing cards, putting together materials for training, routing card applications, and helping out other staff as much as possible.

Educational Background and Employment History

I graduated from Iowa State in May 2017 with a Bachelor's in Finance. I've been working at VisionBank as a Retail Banker for the last two years. I'm excited to be back at Iowa State in this new role as an employee!

What do you like to do outside of work?

- Play and go on walks with my son, Sullivan, who's one, my husband, Sam, and our golden retriever, Busch, who's 2.
- Hang out with extended family whenever we can.