

## To Do's...When Placing Requisitions in Banner

As a reminder to all end users, it is essential that a vendor is listed on all requisitions with the appropriate identification code. If the identification code has not been established in Banner, the end user is to contact the Senior Buyer in Procurement (Constantine Hill, ext. 3353) and provide all pertinent information. The vendor's name, location, FEIN number or social security number is to be provided. It should be noted that if the requisition has not been completed within a thirty day period in Banner, it

will be deleted from the system. This action approved by the Comptroller will ensure that only completed information reside in the system and will ensure the successful roll over of budget information at year end closing.

Moreover, end user must complete the Document Text section to include the contact person's first and last name, phone number, department, bid number (if applicable), and any other pertinent information, i.e. multiple contract year and amount to be paid, grant number, etc...

## Credit Card Expenditures

Procurement has been informed that repeat expenditures for the same services on a departmental credit card are not to occur. It is important that we ensure that the total monthly dollar amount not exceed the threshold amount (\$5,000) for a given service. All repeat items should be placed on a purchase order. This policy is monitored by the credit card program at MSU.

For more information, please contact with Shena Donovan, Director of the Corporate Credit Card Program, ext. 4565.

## Electronic Approval of Purchase Orders

A new process has been implemented in Procurement where the Director can now approve all purchase orders electronically. This process was implemented in early July 2013. It is transparent to the end user and hopefully will ensure the integrity of how information is approved in the Banner System.

Procurement has been working closely with

Information Technology (Gary Walker) and Accounts Payable (Paula Parris) to resolve glitches in the module as they occurred during the months of July and August so that payments to vendors would not be affected.

We are glad to report that the transitioning over to this new process was successful due to the help of our partners.

## Purchasing of Computers

As a reminder, it is imperative that when end users purchase computers for their departments, only business computers are to be ordered. Residential computers are not to be purchased at all since they cannot be configured to link with other programs on the MSU network. For more information, please contact the Help Desk, ext. 4357.

## Revision of the Procurement Manual

The policy and procedures manual that govern procurement activities is being revised to include procurement regulations that were not included in MSU's original document. A draft document is being forwarded to the Vice President for Finance and Management and the General Counsel for review and approval prior to it being forwarded to the Board of Regents and the Board of Public Works. Once the document has been approved, it will replace the current manual on MSU's website. However, in the meantime, end users are to continue to use the manual on the website.

In addition, the **Procurement Survival Kit- Putting Together the Pieces** has been updated

and the new version currently resides on our web page. We would like to continue to stress the importance of consulting both the Manual and **Putting Together the Pieces** when procuring services. Deadlines and how to procure services are clearly delineated in the documents. One big challenge is that when procuring furniture, end users must seek approval from MCE first since they have "first right of refusal" before going to another vendor. This is the law. If MCE cannot provide the service, they will issue a "waiver" which allows the end user to seek another vendor through the competitive bid process. If you have any questions, please give us a call at ext. 3074.

## New Requirement for all Solicitations

To ensure vendors are in agreement with Morgan State University's Contract, a new form has been added. Vendors must complete and submit the **MSU Terms and Condition Acknowledgement and Acceptance Notice** for their bid/proposal to be considered responsive. Otherwise, bid/proposals will be considered non-responsive for vendors who do not complete and submit the form. This form is included in solicitations (Invitation for Bids, Request for Quotes, and Request for Proposals) that have an estimated dollar threshold of \$5,000 and greater.

## Commencement 2013

To all faculties, staff, and administrations, as you may be aware, the Board of Regents has approved the 2013 December graduation. The ceremony is scheduled for December 20, 2013 at 10:00 a.m. If your department is involved in the process, please be advised that all requests are to be submitted to Rufus Berry in the Procurement Office no later than November 15, 2013. Appropriate documents such as Requisitions, BB4s with the MSU agreement are to be submitted with the request. If any item exceeds the threshold limit of \$5,000, see **Putting Together the Pieces** found on the MSU's website under Procurement for further directions, <http://www.morgan.edu/x4071.xml/>.



Procurement and Property Control is a Department under the Division of Finance and management at Morgan State University. Our mission is to provide quality procurement services to internal and external customers in a timely manner. We are responsible for maintaining inventory control, purchasing goods and services as well as providing the oversight of new construction. For more information contact please call us at 443-885-3074.