

## After serving 23-years...we're bidding farewell

To the Morgan State University Community,

*For the last twenty-three years MSU has been privileged to be in the company of a great leader who has provided directions and advice on how to successfully conduct procurements in the State of Maryland. While he has been challenged by many situations in achieving the objectives, success has favored and humbled him. I am speaking of Churchill B. Worthierly, my mentor and Director of Procurement and Property Control. Mr. Worthierly will be retiring at the end of this fiscal year after a long and illustrious career as an entrepreneur and a public servant. This South Carolinian has brought a lot to the table for this institution. He has worked tirelessly to ensure that Morgan would be an institution that businesses would want to do business with.*

*On behalf of the staff of Procurement and Property Control, we honor this great man and wish him the best in his retirement. **Come join us in celebrating his Farwell on June, 18<sup>th</sup> 2014 at the Student Center, Room 316, from noon til 2pm. \$30 pp (includes lunch & donation towards a gift). Kindly RSVP by June 11 to:***

*[Jessica.blackwell@morgan.edu](mailto:Jessica.blackwell@morgan.edu) or call Jessica at 443-885-3074.*

## Testing a New Procedure

As most of you know, MSU uses a bifurcated approach in processing requisitions in Banner. We continue to use either the electronic requisition or the paper BB-4 to procure goods and services. The BB-4 has been used for over twenty years and requires the approval and sign off of department heads. It is accompanied by the MSU contract, and any other supporting document such as a sole source justification, an emergency document, and/or grant award information. Obtaining the appropriate

signatures has always been a timely process when the main objective can be achieved by using the electronic requisition. Procurement is excited to announce that we will be testing a new approach using only the electronic requisition in Banner eliminating the use of the BB-4. This initiative was approved by the Vice President of Finance and Management and will be tested during the next thirty days. The requisition process will remain the same except for how you submit supporting documentation that must accompany the requisition. These documents will also be submitted electronically. Once the process has been fully tested and

approved, it will be implemented sometime in the new fiscal year (2015). Look for the announcement regarding the implementation of the new procedure that will be coming soon!

## Request to Process Change Orders

Please be reminded that all change orders must be submitted to Procurement in writing (via email) for processing. It is imperative that approval is obtained by your fiscal officer prior to submitting the request to Procurement. Confirmation must

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be indicated on the email that sufficient funds are available in the budget code submitted to

deal with the transaction. The confirmation is a **new requirement** that has been

requested by the Budget Office. If you have any question, please give us a call on extension 3074.

*“Our deepest fear is not that we are inadequate. Our deepest fear is that we are powerful beyond measure.”*

Maryanne Williamson

## May Commencement 2014

Many thanks to the MSU’s community and those involved in making the Commencement Ceremony on May 17, 2014 a huge success. Special acknowledgement is extended to the Commencement Committee for their support and due diligence in ensuring that everything went smoothly.

If there are any outstanding invoices that need to be paid, have your department head approve the invoice by signing it and stating that it is **“Ok to Pay”**. Then, forward the signed invoice to Accounts Payable--located in Montebello A-Wing, Room 217--for the payment to be processed. A copy of the approved invoice should also be sent to Rufus Berry in Procurement for our records. If you have questions, call us at ext. 3074.



## Property Control

### MSU Awarded the Best Diverse Inclusive State University

Friday, May 9, 2014 at the 11<sup>th</sup> Annual 2014 Spring Breakfast Meeting/Business Showcase Expo at Martin’s, Dr. David Wilson received an award for the “Best Diverse Inclusive State University” from the Md. Washington Minority Companies Association. This award was presented to thank the University for its support and dedication to the small and minority business programs. With a 33% MBE participation to date, MSU has eclipsed the 29% goal and stands at the top of the list of colleges and universities in Maryland who participate in the program. We would like to express our sincere thanks to the MSU’s community for the united effort in supporting our small and minority businesses throughout the state. Let us continue to “Grow the Future, and Lead the World” as we stride towards the excellence of being Maryland’s number one University in supporting the Minority Business Enterprise program.

### Coming soon...Inventory Control Manual on the Web

Hooray!!! The Property Control Inventory Control Manual has been approved for distribution. It includes the policies and procedures that pertain to the accountability, transfer, and disposal of fixed assets, and real property belonging to the University. The manual will be uploaded on our website within the next 30-days.



## Construction

### Student Services Center

As many of you have noticed the Soper Library is in the process of being demolished to make way for a future Student Services Center. It is our hope of procuring a design and construction management teams in 2015. The proposed 130,000 GSF Center will provide Morgan with student and administrative service facilities that will be comparable with other peer institutions.

The Center will target as building occupants various University units. It will support students with one stop services in undergraduate recruitment and admissions, including transfer services, financial aid, records and registration, and student accounts and bursar functions just to name a few. In accordance with the 2011, MSU Facilities Construction Program future building occupants will be:

- Admissions and Recruitment
- Bursar's Office
- Career Development Center
- Community Services
- Enrollment Management
- Financial Aid and Work Study
- Records and Retention
- Administrative Services:
  - Business and Auxiliary Services
  - Comptroller's Office
  - Human Resources
  - Purchasing Card Office
  - Restricted Funds
  - Sponsored Programs and Research
  - Telecommunications
  - MSU Post Office



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.