

UPDATES

Procurement & Property Control SUMMER NEWSLETTER

Washington Service Center, Room 107/110 1700 East Cold Spring Lane Baltimore, MD. 21251

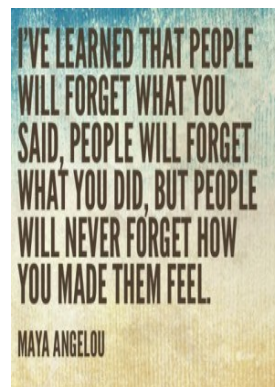
Architectural and Design Services for the New Student Services Building

GWWO, Inc. Architects of Baltimore in association with Teeple Architects have been recommended to move forward in the procurement process for Architectural and Design services with the new Student Services Center. The Student Services Center will be a gateway into the University campus and acts as a first “touch point” for potential students and their families, while also supporting the University’s current students and staff. Stay tuned for more updates in our upcoming Fall Newsletter.

MBE Updates

The University has been submitting Minority Business Enterprise (MBE) reports to the Governor’s Office of Minority Affairs (GOMA) on a monthly basis. However, effective March 2015, Special Secretary Rhee announced a change to the MBE reporting due dates. The monthly MBE reports are now to be submitted to GOMA on a quarterly basis. The University will still, however, continue to record MBE reporting on a monthly basis for our records only. Small Business Reserve reporting remains on a quarterly basis.

Memorable Quotes!





MSU Training Initiative

During fiscal year 2015, Procurement reassessed its training goals and objectives based on certain internal and campus wide training initiatives provided during the last two years. As a result of the assessment, it became clear that a lot more training was needed campus-wide in the area of requisition processing and the creation of solicitations as well as for the Procurement unit. To that end, a series of internal training sessions for Procurement and Property Control were conducted with an outside vendor (Common Sense Consulting) regarding team work and communication. Seminal thinkers such as J. Maxwell, J. Pfeiffer and W. Bennis, are of the belief that to be effective communicators, one must be able to convey certain ideas to others in a manner that is not intrusive but persuasive. It is important to be transparent in one's conversation as you attempt to collectively move certain initiatives forward for the University. The internal training sessions that were held were very helpful in solidifying the Procurement and Property Control Department as a cohesive unit.



Another important training initiative conducted during FY 2015 was with the President's Expanded Cabinet involving the Office of the General Counsel on Procurement and the Public Information Act "need to know" information. That too was very productive and will be built upon in the upcoming fiscal year. As we glance at what was accomplished in FY 2015, the training initiatives listed above were great starts. However, a lot more training is in store for the University in the upcoming 2016 year.

NON- SUBMISSION OF EQUIPMENT INVENTORIES

Equipment inventories are an annual requirement. To date, only 25% of the University's inventories has been completed. There are negative economic effects when departments fail to complete their annual inventories.

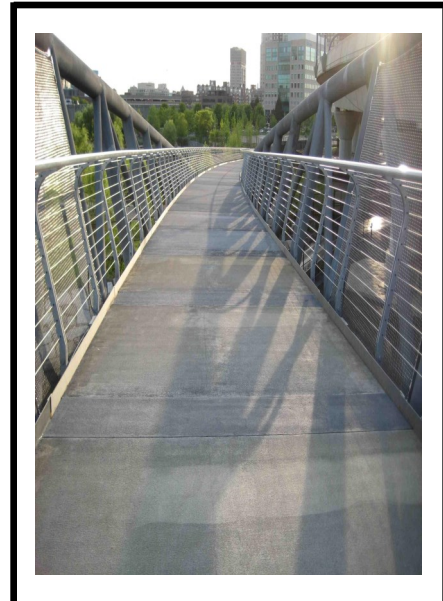
If you have not conducted a physical inventory of the property in your dept. please contact Ms. Vicki Stukes at ext. 3991 immediately.



- **No one will know when equipment is missing or the serial numbers.**
- **There will be an audit exception for the University.**
- **The Annual Report for Fixed Assets will be incomplete.**

Business Management Complex and Pedestrian Bridge

The University will take occupancy of the Business and Management Complex (School of Business) located in the Northwood Shopping Center (the site of the old Hechinger's and Burlington Coat factory) this coming fall. The School of Business accommodates the graduate, undergraduate, executive educational and research program services and activities related to the studies of Accounting and Finance, Business Finance, Business Administration, and Information Science and Systems. The construction of the long awaited pedestrian bridge will provide the quickest and safest access to the complex from the main campus.



Summer Student Help

Procurement and Property Control have been very fortunate this summer to employ an excellent array of summer student help. They bring a wealth of energy and enthusiasm to the Department.

The students have been assigned to help Procurement and Property Control clean up our multiyear and single year files by placing them on our department server. This type of work is very tedious and they have been great workers in pulling this information together along with other assignments.



By the way, did I mention that these young people are great researchers. Who are they:

- * **Micaiah Pullifrone**
- * **Ryan Oliver**
- * **Jordan Merritt**
- * **Mikia Omar**
- * **Darien Whitworth**

They will be with us until the end of August and we are already missing those great smiles, jokes and their generosity. Who could have asked for a better group than this!! Procurement and Property Control publically acknowledge all of them as our “**Heroes**” for the summer.

There is an End

Colleagues, as many of us may be aware that Blanket Purchase Orders (BPO) are often used here at the University. A BPO is an arrangement under which a purchaser contracts with a vendor to provide the purchaser's requirements for good(s) and/or services on an as-required and over-the-counter basis with predetermined terms and conditions. This process is properly prepared. Such an arrangement sets a limit on a period of time it is valid and the maximum amount of money which may be spent. In other words, **"There is an End to the BPO"**! Often times we find that departments carrying BPO's from one fiscal period to another by adding monies to the PO. Doing this causes issues justifying to auditors and the state when questions arise. Therefore, it is **IMPORTANT** that all BPO's are close at the end of each fiscal period and a new BPO is established at the beginning of each fiscal period as needed. More detail on the aforementioned information can be found on the MSU Procurement Policies and Procedures pg. 10 (see attached link). http://www.morgan.edu/Documents/ADMINISTRATION/OFFICES/procurement/Policies_Procedures.pdf

Last Minute Expenditures related to Requisition and Purchase Orders

As Fiscal Year 2015 comes to an end and Fiscal Year 2016 begins, old expenditures and new expenditures may be difficult to keep track of at first. It is imperative that End Users continue to monitor the equipment, services and payments that have ended in Fiscal Year 2015. Be sure to reference the purchase order number on the invoices for payments to be made to FY 2015. Once the Fiscal Year 2015 purchase order is expended and all payments are made, the purchase will be archived in Procurement. For Fiscal Year 2016, place a new requisition in the system for new services and/or continuing services. This will keep our records accurate and concise.

Equipment Depreciation

The Property Control Department has worked with the Comptroller's Office to improve the effectiveness of the depreciation process in Banner. It is 99% complete. The process took time and hard work. Thanks goes out to all who participated.

Farewell to one of Our Own



We are saying farewell to two of our fellow workers who came in as students a year ago and have moved on to bigger and better things. They are Ryan Mobley and Brittney Pettit. Ryan received a new job as an account with the School of Health Science and left us at the end of June 2015. He was a great researcher and set up an audit review form for the Department looking at audit issues.

Brittney will be leaving us at the end of July and she has been offered a fantastic job opportunity. She worked with Property Control assisting with the depreciation report and with other duties as required. They both will be missed and we are so proud of them especially since they received training in the Procurement and Property Control Department.

WHO SAID IT ????

In this World nothing can be said to be certain, but death and taxes.

Benjamin Franklin

Life after the BB4

It was a long time coming and it finally happened - MSU eliminated the paper BB4 form. As a result, all end users should only be using the electronic requisition form in Self Service Banner. While the BB4 was a great tool, we have now joined the rank and files of the rest of the State Colleges and Universities in Maryland that have moved to processing requisitions electronically. Now that we are in the first quarter of FY 2016, Procurement would like to remind all end users that although the BB4 is no longer used all supporting documents **are still required** when you complete the electronic requisition. These documents include but are not limited to the MSU contract, amendments, modifications, license agreements, sole source form, just to name a few. The applicable document(s) should be emailed to Procurement with the requisition number attached so that buyers can affix the documents to the purchase order for distribution. Without the supporting documentation, Procurement cannot send the approved package to the appropriate entities (Vendor, Department, Accounts Payable, Purchasing, Receiving, and Property Control). Thanks for following these procedures when you complete a requisition in the system. If you have any questions, feel free to contact us as 443.885.3074.



The Procurement & Property Control Department is interested in “News You Can Use”. If there are article ideas, questions regarding purchases, location changes, Property/Accountable Officer’s training or any other related subject matter that you believe would be informative to the Morgan Community, please submit your article ideas via-email to Lois.whitaker@morgan.edu. Look Out, your article interest may be in our upcoming Newsletter !!

