

# Procurement and Business Services Information

## CBOG April 13, 2017

This update is posted at: <http://www.clemson.edu/procurement/faculty-staff/index.html> under the [Announcements](#) section.

### Old Information:

- 1. Inbound:** Clemson's contract with Vantage Point Logistics (VPL) to provide an Inbound Freight Service is now live. The key objective of this program is to reduce the costs of inbound freight on University purchases. While many of our purchases include freight in the unit price, far more suppliers arrange for and charge us separate S&H charges. VPL will serve as a third party intermediary between the University, FedEx and our suppliers to reduce our freight costs delivering savings directly to the end users / budget holders. Please visit our [Inbound Freight](#) website for more information and FAQ about the program.
- 2. R&D Form Requirements:** Procurement and Business Services has updated the requirements for the Research & Development Tax Exemption in buyWays due to new guidance from the State of SC DOR. If you are purchasing equipment that qualifies for an R&D tax exemption, in addition to checking the R&D Exempt box, you must also add an internal note giving a brief description of the R&D activity for which the equipment will be used. When using buyWays, we continue to reiterate that you do NOT need to complete and sign any separate paperwork. However, you must utilize the separate R&D exemption form if claiming the exemption for a p-card purchase – see the [Taxes and IRS Information](#) website if you need additional information. If you have questions, please email [cubuyWays@clemson.edu](mailto:cubuyWays@clemson.edu), call the buyWays help desk at 864-656-5581 or click on the Ask Procurement button on our home page.

### New Information:

- 3. WORKS P-Card System:** Clemson is aiming to go live with the roll out of WORKS to Liaisons and cardholders on May 3<sup>rd</sup> (the start of the next billing cycle). As a reminder this “roll out” is allowing all Liaisons to work in the same p-card system that currently only the University P-card Administrator has access to. It will enable Liaisons to do many of the tasks that they either rely on the Administrator to do (visibility on charges, declines, etc...) as well as allow them to allocate charges directly in WORKS versus using the homebuilt PSFT panel we currently use. There will be more specific communication sent out shortly along with plenty of training opportunities for all users.
- 4. Personal Communication Stipend (“cell phone”) Policy Update:** At the February CBOG the group discussed the policy and goals to consider in revising the policy. Since then a draft revision to the policy has been worked on and shared with CBOG (Mike Nebesky sent via email on 3/14). The only feedback received to the formal draft has been some changes to format/language that doesn't really impact the policy or procedure itself. Questions now for CBOG are how/when to roll this out and understanding the impact with change to stipend levels. CBOG will discuss these questions and agree on plan as well as approval of the draft policy and procedure changes in an effort to finalize the revision.