

# Procurement Services Information

## CBOG January 8, 2015

This update is posted at: [www.clemson.edu/cfo/procurement](http://www.clemson.edu/cfo/procurement) under the [Announcements](#) section on left hand side of screen.

### Old Information:

1. **Procurement Website Improvements:** Procurement has been working on several improvements to key pages of our website to simplify how our customers can find information and follow policy and procedures:
  - a. **Travel** - <http://www.clemson.edu/finance/procurement/travel/index.html>, a new single site with links to policy, forms, travel discounts (check out Outbound/Preferred/Discounted Lodging and the Rental Car links (more coming soon) for some discount opportunities, plus plenty of other helpful information.
  - b. **Clemson Accommodations** - [http://www.campustravel.com/university/clemson/visit\\_clemson.html](http://www.campustravel.com/university/clemson/visit_clemson.html), a site done in coordination with the Visitors Center, now provides our visitors a single place to go to make reservations for preferred local hotels. We hope to expand this site to include hotels in Charleston and Columbia in near future. In addition to offering preferred Clemson rates, these hotels have also agreed to provide a share of revenue back to Clemson for reservations made through this site. This will also help Clemson obtain data on our visitors and hotel stays/rates to negotiate better rates in the future.
  - c. **How to Buy** - <http://www.clemson.edu/finance/procurement/buy/bgmatrix.html>, a site we have been floated to some users on campus, but now are officially launching. It provides a list of commonly purchased items/services and provides details, instructions, tips for each. This is a great place to start when you don't know "how to buy" something!
  - d. **Resource Library** - <http://www.clemson.edu/finance/procurement/buy/ResourceLibrary.html>, a site when you know you have to "bid something out" because you can't "get around" procurement. For many that is a scary prospect, but with this new site, we hope to take the mystery out of doing a bid or RFP by outlining the process and including many sample solicitations that will help you get started.
2. **New IRS Requirements for Foreign Suppliers:** A recent IRS change to how we treat foreign suppliers has resulted in Clemson University now needing to have the appropriate W8 form on file for any foreign business or individual that we are doing business with. Up until now we have only required W8s from foreign nationals performing services. Based on this change, Procurement will be taking several actions to ensure we are compliant. First, we plan to inactivate any foreign vendor that we have not done business with in more than 14 months. Secondly, **we will need to hold up any payment to a foreign vendor that we do not have a W8 for until we can obtain a W8.** You can help by asking foreign vendors to register (or re-register) with Clemson at our registration site [here](#). If we have the appropriate W8 on file we will be able to process payments as normal, but without the W8, you can expect delays. Also note that we will need to get an updated W8 every 3 years to remain in compliance.

### New Information:

3. **Travel Policy Updates:** The University Travel Policy was revised effective 1/1/2015. This policy revision, a result of campus feedback, is aimed to simplify and clarify many parts of the previous Travel Policy. While this policy does not address all changes in travel that employees would like to see, we view this as the first step in a continuous process to improve University travel.

Some highlights of changes in the travel policy include:

- A simplified format, making it easier to use/follow
- Definitions for commonly questioned terms
- Electronic approval of travel vouchers, as defined in the policy, is now allowed
- New section addressing local travel or travel to other Clemson locations from a primary office
- Update of IRS mileage reimbursement rate (which is normally updated each January 1st anyway), as well as moving to a single, mileage reimbursement rate
- New section on use of p-card as relates to employee travel, which also now allows the p-card to be used for rental cars
- Removal of 60 day limit for reimbursing but requires it to be within same fiscal year
- Increase of limits for when receipts are required from \$5 to \$25
- And a new section added to highlight some of the more common allowable and non-allowable travel expenses

In the future, we aim to continue improving the travel process with changes to the reimbursement form/process, foreign travel policy, as well as continuing to work with the State on regarding the meal per diem rates. Look for an Inside Clemson story on University travel early in the new year.

#### **4. Contract Updates:**

Office Supplies/Paper – Staples was re-awarded the contract as the University office supply contract supplier. Their new contract includes desktop delivery of paper (no longer need to place separate orders with OfficeMax for copy paper). In addition to our already deep discount on standard office supplies, in this new contract, Staples has also revised pricing to match their public Staples.com pricing to offer even more savings to the University.

Kitchen Equipment and Service contract – a new contract was awarded to multiple suppliers enabling those managing kitchen and related equipment to be able to purchase equipment and services as needed without going through the bidding process.

Supplemental Moving Contract – the new contract was awarded last Fall to Apartment Movers, Carolina Procurement Institute and Smith Dray Line for office and other moves and storage needs. Better Office is no longer on this contract.