

Procurement Services Information

CBOG May 14, 2015

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

Old Information:

1. **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

We are currently working with CCIT to implement a mobile, reimbursement app that we hope to roll out later this Summer that will further simplify and ease travel for University employees.

New Information:

2. **Procurement/Disbursement FY End:** Invoices for goods and services received through June 30, 2015 must be charged to Fiscal Year 2014-2015. All vouchers for Fiscal Year 2014-2015, including purchase orders, direct purchase and travel vouchers must be entered and receive final approval by 4:30 pm on Monday, July 13, 2015.

ALL NEW YEAR (FY16) buyWays vouchers will be held until after PO Rollover is completed on July 15th, 2015. If you have an emergency need for a payment for FY16 please plan on using the prepay account (1301) on the Payment Request Form by June 30, 2015. Please refer to the Prepaid Section of this document for details.

If the supplier accepts Visa, this is another payment option during July 1 – July 14, 2015 for amounts < \$10K. Lynn Crawford is the contact person if the STL (Single Transaction Limit) increase is needed.

Any payment that would have normally reduced a PO encumbrance during July 1- 13 will need to be sent as a change order using the Change Order form. Complete the form and indicate the total amount of change/reduction by line and chartfield.

3. **Toner Scam:** As a reminder for all, Clemson should NOT be paying for toner for any device that is part of Managed Print or for any copiers leased from Kyocera or Ricoh. If you get a call from anyone claiming to be from one of these companies telling you to order or pay for toner, please disregard as it is most likely a scam. All our supplies for MPS and our copiers are provided in the cost-per-copy that you pay as you make prints and Ricoh should provide you with toner at no additional cost when you require it. If you have questions or get a suspicious call and want to confirm, you can contact the Print Smart team. For more information on MPS and for contact information, visit here - <http://www.clemson.edu/campus-life/campus-services/print-smart/print/index.html>.

4. Dell Invoicing: Dell had yet another invoicing issue (in the past it was not including tax on invoices for taxable POs), with the issue being this time they were failing to send eInvoices at all. Our team has been working closely with Dell and their AR and technical teams to address both issues. We believe we have now addressed the newest issue, as Dell has submitted eInvoices for all previously non-eInvoiced orders. A few are still lagging due to tax issues, but we expect in the next week, these will all be received and processed. As far as the tax issue, we are taking the following steps with Dell to ensure they don't change our tax status again. Going forward Dell will treat ALL Clemson POs as taxable. They will add a banner to their punch-out landing page directing our very small percentage of non-taxable order shoppers to contact their rep. for order input. This includes orders that are non-taxable for any reason, including R&D tax exempt. While not ideal, we feel this is a necessary fix to address Dell's inability to properly handle our tax status that can change order to order.

5. Surplus Property / Receiving Reminders:

- a. A CUBO 206 (Surplus Property Form) must be submitted prior to requesting CU Surplus to pick up property at your location.
- b. Do NOT use Clemson Receiving, 108 Perimeter Rd. for your SHIP TO address unless you are certain that you can NOT accept the delivery at your location (i.e. freight delivery requiring a fork lift or loading dock that you do not have).
- c. Tuesday, May 19th, is the FINAL time that State Surplus will pick up items from Clemson until mid-July. This means that the Surplus Warehouse will begin to get full and will not be able to accept further items until near the end of July. Please plan accordingly. Get items turned in in next few days or shortly thereafter or else you may have to wait until space is available.