

Procurement Services Information

CBOG November 12, 2015

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

Old Information:

- 1. State Fleet Vehicle Violations:** There has been an increasing trend in toll and other moving violations being reported from State Fleet to Clemson for employees operating State fleet vehicles. Employees driving State vehicles need to be aware violations, whether it is not paying a toll, driving recklessly, using a phone while driving etc... are reported to the State who in turn reports these violations to Clemson via President Clements. Toll violations are reported nearly 100% of the time by the toll agency capturing the vehicle tag. Many other violations are reported by citizens reporting tag numbers to the State. Please be aware that you are being watched whenever you are driving a State/Clemson vehicle. Save yourself the embarrassment by minding the rules of the road and representing Clemson and the State in a positive manner.

New Information:

- 2. Travel Reimbursement Mobile App:** As mentioned in September, Procurement and CCIT were finalizing beta testing of a new travel reimbursement tool that will drastically improve the reimbursement process for travelers and for those that process travel reimbursements. No longer will we have spreadsheets and paper receipts to keep up with. The new app will allow travelers to capture receipts with their cell phone cameras or attach .pdf or other files to a web application that will track expenses. When it is time to submit for reimbursement, it is a simple button email the “voucher” to your supervisor for approval. The app is currently being piloted in several areas on campus and we are aiming to roll out a live version for all of campus in January.
- 3. P-Card Unauthorized Use:** There has been recent confusion over unauthorized procurement related to the p-card. A true unauthorized procurement is a purchase that is >\$10K that was not made in accordance with procurement policy/law and requires ratification from the University President. However, there is also unauthorized purchases on the p-card that are in violation of University and State p-card policy and procedure. The p-card issues fall under one of two situations – one where a charge was mistakenly made and the card holder is able to get the charge reversed and paid for appropriately with a personal card or some other means; the other is when the charge cannot be reversed and the card holder must reimburse the University, which puts more burden on administration that has to handle the payment than it does the cardholder who simply writes a check. Procurement will be updating the policy and is seeking input from Business Officers prior to finalizing the policy and procedure for this.
- 4. buyWays and Record Retention:** A policy is being finalized that will require departments to maintain procurement records, that begin as paper records, for a period of time (most likely a month) after scanning those records into buyWays before they destroy the paper records. While we understand this is not ideal, we will work to maintain a steady monthly rhythm that will require users to retain the paper record for minimal amount of time, and no special filing system will be required – keeping it in a recycle bin that is emptied monthly should meet the State requirement. More to follow when the policy is approved and shared.
- 5. Catering:** Be sure to reference the University guidance on catering [here](#). This guidance was published several years ago which clarifies when exceptions to using Aramark are or are not required. Please do NOT abuse this guidance. A recent change has been made where campus was ordering pizza from Papa John’s directly down town (with Aramark approval) but because campus was not paying their invoices timely, Papa John’s has asked that all pizza orders go through Aramark going forward.
- 6. Requisitioner Certification:** Be on lookout for information on our annual Requisitioner Training/Certification that we will be putting out in coming weeks. This is a requirement for all buyWays Requisitioners to complete.
- 7. Contracts:**

Name Badges – new supplier coming soon. Clemson orders ~2000 badges per year. We had a GREAT price on last contract that previous vendor can no longer offer. We are working through selecting a new vendor that meets quality and specification, but be aware that there will be a price increase once awarded.