Procurement and Business Services Information
CBOG September 8, 2016

This update is posted at: www.clemson.edu/cfo/procurement *under the* **Announcements** *section at bottom of page.*

Old Information:

1. **New Travel Management Partner - UPDATE:** Awarded earlier this year, Christopherson Business Travel is the university's business and leisure travel manager. The first week of August, CBT trained over 100 university traveler planners and travelers, here on campus. Here are the frequently asked questions from those sessions: https://www.clemson.edu/procurement/documents/travel/CBT_FAQ_Aug%202016.pdf Again, Christopherson is ready to handle your business and leisure domestic/international itineraries for employees, students, groups, and guests. Aside from a best-in-industry single place to plan yours or others' travel, their online booking tool provides university leadership and teams pinpoint real-time traveler information. Securely, update your profile, add others you manage travel for, or make your next trip's plans at http://app.cbtat.com/authentication/sso?id=clemson

New Information:

2. **Procurement Team Changes:** Procurement Services has been conducting a quiet transformation as we better position our team to meet the changing needs and demands of the University. Beginning with a subtle change to our name - we are now Procurement and Business Services which more accurately reflects the services we support (purchasing, travel, p-card, accounts payable, receiving and surplus, printing, vehicle, Clemson Blue Cheese, etc…). However the change is much more than a name change as we've also reorganized our team to be able to provide more focused expertise in areas that you have asked us to improve. We have created both a Business Operations/Service team and a Strategic Operations team, each focused on different aspects of support. As our customers, you will see more high-level support from our new Strategic Operations team in the way of new/increased communication and training opportunities, supplier/vendor support, and a focus on data driven analysis for impactful business decisions.

   In addition, we have also had significant personnel changes that have created opportunities with an influx of new ideas and approaches to how we can better support the University. *Sam Young* has replaced Jody Burgess as our Contract Officer for Scientific Equipment and Supplies and will be working with researchers across the University to help them obtain resources they need to perform their work. *Lori Brierre* has been hired to lead our Strategic Operations team. Her team will be focused on delivering improved communications and training to campus, improving the use of data in our procurement and business decision making, as well as implementing a Supplier Relationship Management (SRM) program. Our own *Allison Patton* has been promoted to Accounts Payable (AP) Manager, replacing a position previously occupied by Angie Wiggins. As part of this transition, we are dissolving the "Disbursement" team and establishing a true, University AP team that will be focused on managing and improving the complete AP process across the University. You can see all the changes, new faces and titles on our Contact Us page.

   We have a couple of open positions we are currently interviewing to fill and expect to have a couple of more new faces on our team to introduce before too long. In the meantime we felt it was important to share some of our recent changes with you so you know who will be supporting you. Look for more news as we bring new and improved changes to University Travel, Core AP, training and communications related to areas supported by your Procurement and Business Services team.

3. **P-Card Unauthorized Use Policy:** After discussion at CBOG and incorporating feedback into this policy, the new policy was implemented in June and can be found here - https://www.clemson.edu/procurement/faculty-staff/policies/. Any unauthorized use identified by a cardholder, liaison or department should be reported to the Pcard Administrator by the liaison for the card