

# Procurement Services Information

## CBOG September 10, 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. 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 19<sup>th</sup>, 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.

### New Information:

2. **Travel Reimbursement Mobile App:** Procurement and CCIT are in the final stages of beta testing and then piloting 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. If you are interested in helping out with our beta testing and/or being a pilot user/department for this new tool, please contact Angela Wiggins at [brewera@clemson.edu](mailto:brewera@clemson.edu).
3. **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.
4. **buyWays and Record Retention:** *for discussion with Business Officers – more details will be shared with users in coming weeks.*
5. **Contracts:**

**Need to order Gases?** The new contracts are now active in buyWays:

- Clemson Contract 60785975 for all **Specialty Gases and Equipment** - with [Airgas](#), [Praxair](#), and [Arc3 Gases \(Machine & Welding Supply\)](#)
- SC State Contract 4400010282 for **Industrial Gases** - with [Praxair](#)
- Clemson Contract 21909690 for **Bulk Liquid Nitrogen and Helium** - with [Airgas](#)
- Clemson Contract 33374228 for **Liquid Nitrogen Delivery Service** - with [Carolina Cryogenics](#)

These contracts will provide great options... at great prices! For more information, visit the [How To Buy Page](#).

**Outdoor Furniture?** Check out contract with Landscape Forms for info on University standard outdoor furniture. New contract will be in place on 9/15/15.