

# Procurement and Business Services Information

## CBOG June 24, 2020

This update is posted at: <http://www.clemson.edu/procurement/faculty-staff/index.html> under the [Announcements](#) section.

- 1. PPE/Cleaning Supplies:** We continually are working to communicate updates on cleaning supplies and PPE as plans are ever changing in regards to what is recommended, needed, and available. Currently, most employees should have received their two cloth masks that the University supplied. If you don't have these, please talk to your business officer who should have more details. We are also working to purchase centrally as a University a supply of disinfectant wipes and hand sanitizer to support campus for the Fall semester. The "kits" that were distributed earlier this month were simply supplies to help bridge the gap as folks come back to work. As you consider specific needs for your areas, please be sure to review guidance put out by OES here - <https://www.clemson.edu/research/safety/covid19/index.html>.
- 2. PO Change Request:** Since each **department** accounts payable function is decentralized PBS has been providing training and the permission (upon training completion) to Department AP personal one user at a time since the last fiscal year. Currently 13% of Department AP users within buyWays have sat through a 30-minute one-on-one training and received the permission. By softly launching the ability to change a PO we can ensure a reliability and integrity of our approval process. This ability will allow your admins greater ease when creating a PO which span multiple years. If you want to get training and permission to use the Change Request form, please contact us by emailing [cubuyWays@clemson.edu](mailto:cubuyWays@clemson.edu).
- 3. Name Badges: Ricoh is the new contracted supplier for providing name badges to Clemson.** There are two choices of design. You can order these TODAY via their punchout. We are working closely with this supplier to ensure invoices do not have the excessive steps as the previous suppliers. PBS is working to draft communication for campus on the new contract. As we focus on the technology refresh with our partner your admins should see improvements in processing payments to the supplier for Business Cards, Badges, and Managed Print Services.
- 4. Personnel Turnover:** With many people retiring in the next couple of months, buyWays will need to have an updated approver to replace or update the department approvals when someone retires. Retirees with buyWays roles/approvals - PI or Department Approver can assign a substitute however a new approval document should be submitted to [cubuyWays@clemson.edu](mailto:cubuyWays@clemson.edu) as soon as possible. For Requisitioners changing or leaving, prior to departure, requisitioners can assign a substitute cart assignee. This will prevent carts from being "stuck" after a requisitioner retires. Navigation: Shop > My Carts and Orders > View Carts > Assigned Carts Tab > Assign Substitute