Important Reminder...
Cut-off dates to remember:
- **April 30, 2010**: Last day for requisitions for goods & services over $10,000;
- **April 30, 2010**: Last day for requisitions for goods & services less than $10,000 that require longer lead times for purchase;
- **May 14, 2010**: Last day for all other requisitions for goods & services less than $10,000;
- **June 18, 2010**: Last day for p-card purchases;
- **June 25, 2010**: Last day for supply requisition for copy paper from Central Receiving;
- **June 30, 2010**: Last day to receive goods & services for payment against 09-10 budgets.

Website Bookmark Alert........................................
Purchasing Services is continually updating our website with current information and updated forms. If you bookmark a page on our website and we make changes to the page, it is possible that your bookmark will continue to point you to the old information.

Another caution is saving forms from our website down to your local computer. Although this is a quick reference for you, it does not provide you with any updates that may have been made to form after you downloaded it.

Bookmark only the Purchasing Services website, not individual pages. Also, instead of saving forms to your hard drive, download only what you need when you need it.

Sole Source Procurements.................................
Speaking of updates, there has recently been an update to our Sole Source Procurement Request Form. It now features a “fill-in” format for your convenience. There is also a page of very informational facts about making a procurement of this nature as well as the regulations that apply. The form has been added to the “ONLINE FORMS” section on the Procurement & Business Services website [http://www.coastal.edu/procurement](http://www.coastal.edu/procurement). In the long run, you and the university are better served by using the university's contracts. There is always potential for improvement, though, so we invite your suggestions on making our contracts better.

Visit our Department Website:
[www.coastal.edu/procurement](http://www.coastal.edu/procurement)

**But I Can Save...**
Procurement Services receives many requisitions for products that are available from a contracted source, but are written to a non-contract vendor with a note attached saying, “this is $8 less than the contract price”. It is our job in Procurement Services to discern if this is actually a savings.

In most cases, it isn’t a savings because there are many cost factors beyond the unit price of the product that must be considered. The total cost of acquisition must also be taken into consideration. The total cost of acquisition includes:

- How much time was spent searching for the product and vendor? The comparable rate for your services must be considered.
- How much time will be spent setting up a new vendor, if necessary? Considerable time is sometimes spent following up with a company that does not immediately provide the required company information. (This additional step increases the amount of time that you have to wait on your order to be processed.)
- Contracted vendors frequently absorb freight charges. A $20 item can have a $20 shipping charge from a non-contract supplier.
- Contracts provide enhanced support and usually at no additional cost to CCU. Additional benefits might include replacements for damaged products shipped at no charge, technical support, installation support, etc. A non-contracted vendor usually charges for these services.

One caution – make sure the vendor(s) understands that you are only calling for a quote and are not committing the university to a purchase at that time. The examples below show how a slight difference in working makes your intent very clear:

- **Example 1**: “Hello, ABC Company? I need to buy a gross of Mylar balloons. How much would that cost for the gross to be delivered to CCU by the end of the month?”
- **Example 2**: “Hello, ABC Company? I’m calling several companies to get a quote on the cost of a gross of Mylar balloons, including shipping costs, to ship to CCU by the end of the month. Could you provide me with your quote? Thanks; if your quote is the lowest, you will receive a purchase order in a few days or I will call back and place the order on my procurement card”.

Example 1 is misleading to the vendor. Example 2 clearly identifies your intent.

**Calling for Quotes...**
Latest reports indicate that the majority of CCU purchasing transactions are less than $10,000. Departments are authorized to request their own quotes from vendors for single purchases less than $10,000. To ensure the value for these purchases, a minimum of three vendors should be called to request quotes when the item is not on a university or state contract.

**Question Of The Month:** 🎓💰
**What can I purchase on the P-Card?**
**Answer:**
- Airline & Train Tickets
- Book
- Computer Software
- FedEx & UPS
- Hardware
- Lab Supplies
- Office Supplies
- Postage
- Printing
- Repairs
- Registration Fees
- Subscriptions (not to include hotel charges)
- Professional Membership Dues

**Procurement Tip of the Month**
Contracts, Leases and Agreements: Due to the possibility of being subjected to the competitive bid process, all contracts, leases, agreements, etc., involving the purchase or rental of materials or equipment or the maintenance thereof must be submitted through the Purchase Requisition system to the Office of Procurement and Business Services or to University Legal Counsel for review.