



PURCHASING & CONTRACT MANAGEMENT

Winter 2023 Newsletter

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WAREHOUSE

If your department has items in Warehouse Storage, please contact Doug Hickman at ext. 4109 or doug.hickman@msutexas.edu if we need to release it to surplus.

Otherwise, if it is **continued storage**, please provide a clear timeline for documentation purposes.

Please check out <https://www.publicsurplus.com/> for MSU used items for sale.

DECLARATION OF SURPLUS EQUIPMENT FORM

This form must be completed by the *department or program* requesting the pick-up of surplus equipment to be sent to surplus for disposal (see OP 54.04).

If the equipment is **ON** inventory (a property tag sticker should be located on the item), please fill out the form, complete the section that **must be signed by the Director, Dean or Chair of the Department or Program** and fax or send the form through campus mail to the **Property Manager in the Business Office. The fax number is 4302.**

If the equipment to be picked up is **NOT** on inventory, this form can be faxed, emailed or campus mailed to Facilities Services. The fax number is 4859.

If the equipment is IT related, please send an email to helpdesk@msutexas.edu to obtain a work order to have the hard drive erased or removed.

The instructions and the form can be found here: <https://msutexas.edu/purchasing/assets/files/purchasing-general/surplusequipment-20080717-140446.pdf>

Save the Date:

The next scheduled Shred Day is **Friday, May 19th, 2023** at 8:30am.

Things to remember:

Location: 2733 Midwestern Pkwy.

Documents must be approved before disposal. Please complete a Records Disposition Request Form and submit to cortny.bates@msutexas.edu. The Records Retention Schedule and instructions for the disposition form can be found at <https://msutexas.edu/library/records-management.php>

There is NO COST to your department for the shredding of your documents.

You need to make arrangements for your documents to be at the Warehouse no later than 8:30 am on May 19, 2023. The earlier, the better.

The shredder can handle paper, paperclips, staples, CD's, vinyl covers, etc.

Boxes and totes will be left behind. If not communicated, they will be trashed. If you want them returned to your department, you will need to make arrangements prior.

Does your office need large (interoffice) campus mail envelopes?

If so, please contact
Doug Hickman at ext. 4109 or by email at doug.hickman@msutexas.edu.

HUB Purchases



“In accordance with Texas Government Code §2161.181 & §2161.182 & Texas Administrative Code Chapter 20, Subchapter D §20.284 each state agency shall make a good faith effort to utilize HUB vendors (with regards to services and commodity purchases). In an effort to assist Midwestern State University with its HUB reporting requirements, we are appealing to individual ordering departments to consider HUB vendors where applicable.

For potential future orders, we recommend that ordering departments reach out to Purchasing to assist with finding a HUB vendor that could meet their needs. This will help our university work to foster its relationships with HUB vendors and assist MSU in achieving its HUB goals.”

For additional information regarding HUB vendors or assistance in locating a HUB vendor for a specific service or commodity, please feel free to give us a call.

Please take advantage of our **HUB vendors!**

Please welcome our newest HUB vendor, Wilson Office Supplies. They are now operating under Longhorn Office Products dba Wilson Office Supplies. Same great service, same local vendor, same contact-Terry Baird.

Scientific and laboratory supplies from BURGOON.
<http://www.burgooncompany.com/>

Office supplies from PDME. The same Office Depot merchandise, item numbers, and prices. <http://www.pdme.com/>

* Toner Cartridges can be purchased from Dream Ranch via email: Sheri@DreamRanchtx.com

Information Technology Purchases **(see MSU Operating Policy Information Technology 44)**

Information Technology is here to help verify and assess the risk and security of university computer software and hardware purchases. If you are considering making any IT related purchases, please discuss it with IT personnel via email or call x4278 prior to making a purchase.



**NEED CONTRACT TRAINING FOR NEW
EMPLOYEES OR JUST A REFRESHER COURSE?**

Contact Jennifer Hudson @ ext. 4041 or via email at
jennifer.hudson@msutexas.edu

Forms can be found on the Purchasing Web Page at
<https://msutexas.edu/purchasing/contract-management.php>

P-CARD REMINDER

**Please remember that all charges \$500 and over
require the Cardholder to verify
Vendor Hold Status**

Prior to the commitment of funds, state law mandates that the Cardholder verify the Vendor Hold Status FOR ANY PURCHASE EXCEEDING \$500. Contact Purchasing or the Business Office for questions on the Vendor Hold Search. Please include a copy of your Vendor Hold Status Report in your envelope.

RECEIVING REPORT/INVOICE REMINDERS

After a purchase order has been issued: If your department receives the items or the invoices, please forward a copy of the receiving report or the invoice to the Purchasing Department as soon as possible.

Don't forget to approve the payment by adding, "Okay to Pay" with your signature and date.

It is imperative that receiving reports and invoices are processed in a timely manner. For any questions, please call:

**Marianna Di Nardo @ ext. 4110 marianna.dinardo@msutexas.edu
or Tracy Nichols @ ext. 4277 tracy.nichols@msutexas.edu**

Purchasing & Contract Management Contacts:

Tracy Nichols	Director	x4277
Joe Mrugalski	Assistant Director	x4095
Marianna Di Nardo	Accounts Payable	x4110
Darrious Gilliam	Warehouse Specialist (Storekeeper)	x4697
Doug Hickman	Purchasing Assistant	x4109
Jennifer Hudson	Contracts Coordinator	x4041
Mary Knight	P-Card Administrator	x4740
TBD	Purchaser	x4111