



MIDWESTERN STATE UNIVERSITY

Account Managers Group

April 29, 2021



Welcome

by

Valarie Maxwell



MIDWESTERN STATE UNIVERSITY

Purchasing Process

by

Phillip King





MIDWESTERN
STATE UNIVERSITY

mwsu.edu

Purchasing Processes





Training Objective:

- Review purchasing methods
- Give an overview of the purchasing process (requisition to check)
- Identify required documentation
- Review bid amounts and requirements
- Review HUB guidelines
- Give an overview of how to expedite a purchase order
- Provide information for next Shred Day

Purchasing Methods

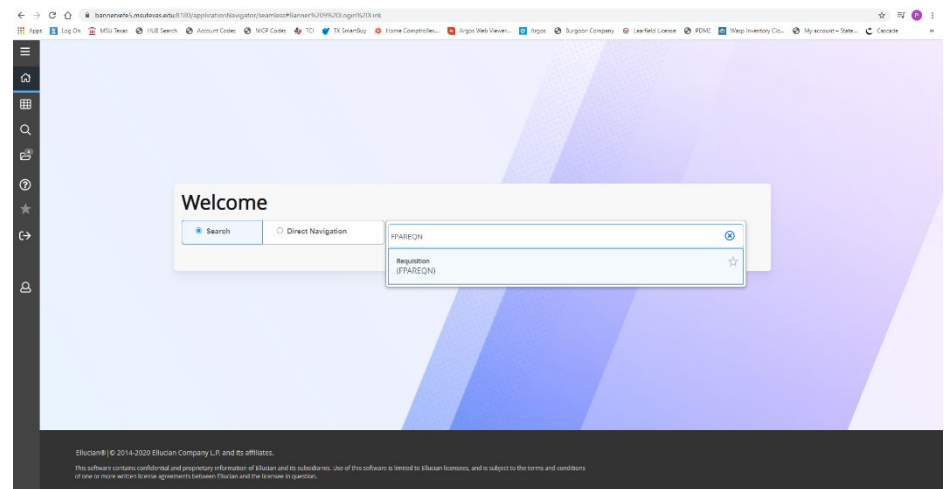


	<h2 style="margin: 0;">MIDWESTERN STATE UNIVERSITY</h2> <h3 style="margin: 0;">DIRECT PAYMENT VOUCHER</h3>			
DATE _____		20 ____		
Department Reference No. _____				
<p>I certify that there are sufficient funds to cover this payment request (FGB&VL checked) and that this reimbursement or payment corresponds in every particular with the terms of my budget restrictions. I certify that this purchase was made on behalf of the University.</p>				
Department _____		F-Q-R Fund-Organization-Program / Description _____		
Vendor Name _____				
Address _____				
City, Zip _____				
Banner Vendor ID → _____ If New Vendor: Federal Tax ID or Social Security No. _____				
Service/ Delivery Date	Description of Goods or Services - Include Invoice Number	Quantity	Unit Price	Amount
PLEASE PROVIDE MAILING INSTRUCTIONS IN THE ABOVE SPACE			TOTAL →	
<p>Please attach ORIGINAL Invoice for supporting documentation. Payment to a vendor should not be made from an invoice copy.</p> <p>For meals for business purposes reimbursement, both the restaurant itemized ticket and the paid receipt must be submitted with the Entertainment Expense Form.</p> <p>For other reimbursements to individuals, proof of payment by the individual must be attached.</p>				
Approved: Budgetary Unit Head _____		Date _____	Approved: Senior Administrator _____	
Name and Extension of Person to Contact if there are questions about this request: _____		_____		
Approved: Business Office _____		Date _____		
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Call the Business Office at 531-4107 with any questions or concerns. </div>		Account Code(s): _____		
		Date: _____		
Distribution: 1 Copy - Business Office 1 Copy - Department's Copy				

If it can't go on a DPV...



...and it can't go on a P-Card...



...it must go on a requisition!!!

The DPV (Direct Payment Voucher)

The following have been identified as items that may be presented directly to the Business Office for payment using a Direct Payment Voucher (DPV). These items do not involve the Purchasing Office or require a Purchase Order or Purchase Requisition to order from the vendor:

- a. Registration fees for conferences, seminars workshops (These can be paid using the University P-Card or processed on a DPV).
- b. Umpire/Officials fees for officiating sporting events.
- c. Memberships (These can be paid for using the University Procurement Card or processing a DPV).
- d. Overnight hotel lodging (paid on behalf of an official University guest).
- e. Fees for performers and entertainers (non-employees only).
- f. Business meal reimbursements.
- g. Fees for Guest Lecturers (non-employees only).
- h. Subscriptions and Periodicals (unless a Purchase Order is required - may also be purchased using the University PCard).
- i. Filing fees for work to be performed on buildings (i.e., Texas Department of Health).
- j. Professional registration/license fees (excluding software licenses).
- k. Postmaster-Permit, bulk rate fees and meter charges.
- l. Insurance premiums.
- m. Bus charters (unless a Purchase Order number is required by the company).
- n. Miscellaneous fees and assessments (i.e., accreditation, royalty, copyright and appraisals).
- o. Fleet Vehicle Rentals (see attachment for FAQ's).
- p. Advertising

MIDWESTERN STATE UNIVERSITY DIRECT PAYMENT VOUCHER				
DATE _____ 20__		Department Reference No. _____		
I certify that there are sufficient funds to cover this payment request (PG&AVL checked) and that this reimbursement or payment corresponds in every particular with the terms of my budget restrictions. I certify that this purchase was made on behalf of the University.				
Department _____		F-O-P Fund-Organization-Program / Description _____		
Vendor Name _____				
Address _____				
City, Zip _____				
Banner Vendor ID → _____		If New Vendor: Federal Tax ID or Social Security No. _____		
Service/ Delivery Date	Description of Goods or Services - Include Invoice Number	Quantity	Unit Price	Amount
PLEASE PROVIDE MAILING INSTRUCTIONS IN THE ABOVE SPACE				TOTAL →
Please attach ORIGINAL invoice for supporting documentation. Payment to a vendor should not be made from an invoice copy.				
For meals for business purpose reimbursement, both the restaurant itemized ticket and the paid receipt must be submitted with the Entertainment Expenses Form.				
For other reimbursements to individuals, proof of payment by the individual must be attached.				
Approved: Budgetary Unit Head _____		Date _____		Approved: Senior Administrator _____
Name and Extension of Person to Contact if there are questions about this request: _____		Date _____		
Approved: Business Office _____		Date _____		
Call the Business Office at 397-4107 with any questions or concerns.		Account Code(s): _____		
		Date _____		
Distribution: 1 Copy - Business Office		1 Copy - Departments Copy		Rev. 02/08

Procurement Card



The Procurement Card Program offers to all Midwestern State University departments a simplified way in which employees may purchase and pay for goods. The Procurement Card program is a fast, flexible method for processing small purchases from suppliers that accept Master-Card.

The purpose of the Procurement Card Program is to establish a more efficient, cost-effective method for purchasing and paying for small orders currently processed on Purchase Requisitions, and to delegate the authority and capability to make these purchases to the end-user. **This program is intended to complement the existing processes available.**

The terms and conditions of the Procurement Card contract were specified and awarded by the Texas Procurement and Support Services (TPASS) for the State of Texas. In addition to internal policies and procedures, Midwestern State University will comply with the terms and conditions of the state contract in the implementation of this program.

Acceptable Purchases

This list is not all-inclusive. A transaction includes the purchase price, plus freight and installation. Examples:

1. *Tools and hardware*
2. *Supplies: office, safety, lab, medical*
3. *Books*
4. *Janitorial supplies*
5. *Computer supplies and software with IT approval*
6. *Registration for conferences, seminars, etc.*
7. *Membership dues*
8. *Subscriptions*
9. *Small equipment (not capital or controlled; see 17 below)*
10. *Purchases from the bookstore, unless otherwise prohibited below.*
11. *Water*
12. *Food purchases that are intended for classroom or theatre prop use only.*
Description must include the 5 W's: Who, What, When, Where, Why
13. *Breakroom supplies i.e. Coffee, tea, creamer, sugar and small snack items (candy)*
14. *Rentals (excluding vehicle rentals)*

Restricted Purchases

The P-Card IS NOT TO BE USED for the following purchases. No exceptions will be allowed.

1. *Items for personal use*
2. *Items purchased with HEAF funds*
3. *Cash advances or cash refunds*
4. *Food that is not for classroom or theatre prop use*
5. *Gift cards or gifts, including flowers, food and gift baskets, etc.*
6. *Alcoholic beverages*
7. *IT purchases not approved from Information Systems prior to the purchase*
8. *Promotional items with MSU branding purchased from a vendor that is not a Collegiate Licensing Company*
9. *Printing that requires approval from University Marketing*
10. *Travel, entertainment and related expenses including rentals and mileage.*
11. *Controlled, hazardous, or radioactive materials*
12. *Fuel for automobiles*
13. *Insurance (Except Athletics)*
14. *Donations*
15. *Professional and consultant services, or other services requiring a written contract*
16. *Services that require the service be performed on campus*
17. *Smartphones, tablets, and other hand held devices must be tagged*

Basic Purchasing Time Line



Requisition Documentation

All Requisitions should have at minimum, the following documentation:

1. A Quote that includes:
 - date (issue date, expiration date, etc.)
 - vendor information (including email address)
 - item descriptions and pricing
 - freight charges (when applicable)
 - additional fees, **NO** sales tax
 - notation of any contract pricing (Buyboard, TXMAS, etc.)
2. W-9 (if this is a new vendor)
3. If the purchase involves an IT item, please include an email of IT approval for the purchase
4. If a contract is involved, please add the contract information to the requisition
5. If an MSU logo is being reproduced on a product, the vendor must have a current Learfield License. This can be checked at <https://clc.com/license-search/>

Requisition Documentation (cont.)

The Purchasing Department will conclude a purchasing transaction has already been conducted when an invoice is attached to a purchase requisition (prior to the issuance of a purchase order).

According to Midwestern State University Purchasing Policy & Procedures, Section III, Part B, “*When purchasing using a Purchase Requisition, preliminary discussions with a vendor by the end user are acceptable, but the official purchase order and commitment of funds for the University must be completed by the Purchasing Department.*”

The end user has no authority to make a commitment before submitting a requisition or obtaining an authorized purchase order number.*”**

Bid Limits

\$0 to \$5000

Purchases within this range do not require competitive bids. The Purchasing Department has the discretion to seek competitive bids if warranted. Purchase Requisitions should be forwarded to the Purchasing Department. Departments do not have the authority to place orders with vendors on items requested on a purchase requisition. A purchase order will be forwarded to the vendor from the Purchasing Department.

\$5,001 to \$24,999

Departments DO NOT HAVE authority to purchase goods or services within the stated dollar limit. Departments are to forward purchase requisitions to the Purchasing Department for processing. A minimum of three bids is required.

Over \$25,000.00

Departments do not have authority to purchase within the stated dollar limit. Expenditures within the stated dollar limit require the solicitation of formal bids on the Electronic State Business Daily (ESBD). All requisitions totaling over \$25,000.00 must be sent to the Purchasing Department for processing. The departments can provide a list of recommended vendors but are not allowed to solicit a bid. Formal bid invitations will be sent to vendors by the Purchasing Department. The standard solicitation and vendor response time for formal bid invitations is a maximum of 21 business days. After such time, the Purchasing Department will notify the department of the bid results. A vendor will be 10 selected and a purchase order will be issued. The entire process can take between 4-6 weeks.

HUB Efforts

Historically underutilized businesses or HUB vendors are defined as Texas businesses that are at least 51% owned, operated and controlled by United States citizens, born or naturalized and members of qualifying groups which include Asian Pacific Americans, Black Americans, Hispanic Americans, Native Americans and American Women. All state agencies and institutions of higher education are required to make a good faith effort to INCREASE business with HUBs. This good faith effort applies to ALL FUNDS and ALL DOLLAR AMOUNTS, including amounts that do not require bidding. The University reports semi-annually and annually total expenditures from which the State prepares a report showing the percentage of expenditures made with State of Texas Certified HUBs. A comparison of annual percentages is reported each year in the annual financial report and each biennium in the legislative appropriations request. This information is scrutinized closely by legislators. Departments must attempt to use HUBs when placing orders under delegated authority.

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 HUBs (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 using HUB vendors where applicable.

Please contact Purchasing if you would like to find a HUB vendor for a specific item

Expediting A Requisition

While we ask that departments allow the appropriate amount of time to process a purchase order, we do understand that sometimes there is a necessity to rush an order through the purchasing process. This can be facilitated by the following:

- Call Purchasing once your requisition has been completed and all items are attached
- Purchasing will advise you on who your approvers are for that requisition so that you can email or call your approvers to ensure the requisition is approved in a timely manner. **Note: this can also be viewed in Banner under FOAAINP (Document Approval – Future).**
- This puts the requisition on our radar in Purchasing and we can have the requisition assigned and typically out to the vendor the same day that it has been received in our department.

Common Problems

Some common items that slow down the requisitions process:

- Expired quotes: Quotes from vendors are typically good for 30 days from the date of the quote. If the quote has expired, Purchasing will need to obtain a new quote from the vendor before processing the purchase order. Purchasing may ask the end users to assist in obtaining this quote.
- Missing documents: the purchaser will call or email when necessary documents are missing.
- Approvers: The requisition will not appear in the queue at Purchasing unless the requisition has been approved by our approvers. If you do not receive an email that shows approval of a requisition, please feel free to reach out to find out who remains to approve it. (or view approvals in FOAAINP)
- Insurance: All vendors that perform services on-campus are required to have a copy of their certificate of liability insurance card on file with the Purchasing Department. Occasionally, there will be delays in the purchase order when the vendor is slow to respond to this request.

After the Purchase

Once items that were ordered on a purchase order have been received in the warehouse, you will receive an email from our Warehouse Specialist.

At this time, you have two options:

1. Pick up the items at the warehouse, located at 2733 Midwestern Parkway.
2. If the items are heavy, put in a work order to have the Facilities Services department movers deliver the item(s) to your office. You will need to submit a work order at <https://msutexas.edu/facilities-services/request.php>

Please note that all IT items have to be installed by IT personnel and that notifications of these types of received items will go to the IT help desk.

Shred Day

The next Shred Day is Friday, **May 14, 2021, at 8:30 a.m.** The Paper Pig shredder now charges by the box. Please have documents/paperwork in boxes or totes.

- There is NO COST to departments for the shredding of records only.
- We offer this shredding for MSU Records (originals and copies) only. No books, magazines, etc.
- Please make arrangements for boxes/totes to be at the ***2733 Midwestern Parkway warehouse no later than 3 p.m. May 13, 2021.*** The Paper Pig arrives early on Friday and is here for approximately one hour.
- Departments can send them over before this date and the materials will be stored inside the warehouse with only secure access to them. Please ensure the boxes/totes are fully enclosed (no loose papers).
- The warehouse hours are 10 a.m.-12 p.m. and 1-3 p.m. to accept boxes that are dropped off.
- There is the Facilities Work Order at <https://msutexas.edu/facilities-services/request.php> if the movers are needed to deliver the boxes/totes to the warehouse.
- Boxes and totes will be disposed of. Please make arrangements for them to be returned to the department if necessary and clearly mark the boxes/totes.

Shred Day (cont)

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 www.mwsu.edu/welcome/president/records-management

Whom to Contact

- Phillip King (4111) – Requisitions or Bid Process Questions
- Joe Mrugalski (4095) – Bid Process Questions
- Clinton Loggins (4041) – Contract Questions
- Jennifer Hudson (4740) – Procurement Card Questions
- I-Chun Lin (4110) – Accounts Payable Questions
- Doug Hickman (4109) – Shred Date/Surplus Questions
- Darrious Gilliam (4697) – Warehouse/Incoming Freight Questions



LinkedIn Learning at MSU Texas

By: Paul Chappell

MIDWESTERN STATE UNIVERSITY

- <https://www.linkedin.com>
- If you do not already have a LinkedIn profile, would advise setting one up
- <https://www.linkedin.com/learning/browse>
- From here you can get to a good starting point

- Continuing Professional Education
- Excellent source of low cost training
 - “How To” instruction on Software we already have
 - Get instruction on and use cases for things we do not currently have
- Career Development
 - For transfers or new hires
 - Student workers

- Limited licenses, but e-mail me at paul.chappell@msutexas.edu



MSU
TEXAS™

Thank You!

MIDWESTERN STATE UNIVERSITY



UPDATES: DEI @MSUTEXAS

CAMMIE DEAN

ACCOUNT MANAGERS MEETING, 4/29/2021



NICE TO MEET YOU!



- B.S. Sociology, The University of Iowa
- M.Ed. in Training & Development, MSU Texas
- 23 years in Higher Education
- Ruby Sutton Humanitarian Award, 2007
- Leadership Wichita Falls, 2010
- Senior-Junior Forum

INTENTION SETTING



- What's DEI anyway?
- Your Role in DEI @MSUTexas
- The Takeaway... The 3 A's of DEI for Leaders (*skills to work on*)

EXPECTATIONS ...

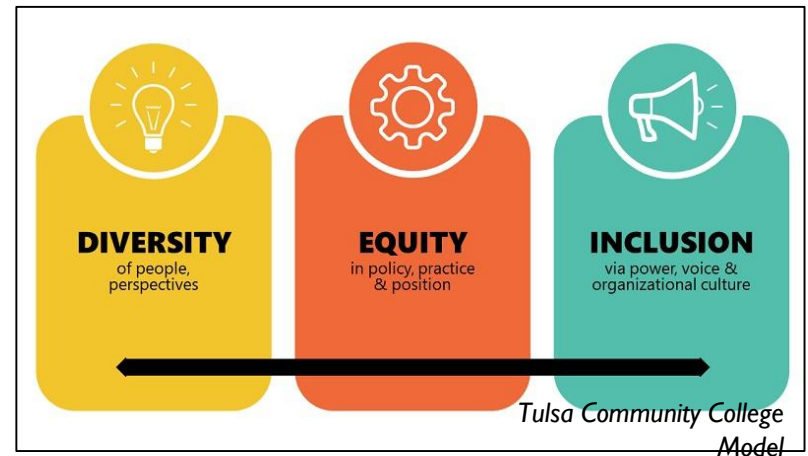
- INVEST igate and ask questions
- ACT ively participate in the activities

Goal: Identify skills to be more effective and improve performance.

DEI... IT'S COMPLICATED?

- MSU Texas DEI Task Force & Action Plan
- Diversity. A wide range of identities.
- Equity. Fair treatment, access, opportunity, and advancement; identifying and eliminating barriers.
- Inclusion. Any individual or group can be and feel welcomed, respected, supported, and valued.

"Diversity is being invited to the party; inclusion is being asked to dance," ~Verna Myers





INTERCULTURAL COMPETENCY

DEI SKILLS AND KNOWLEDGE



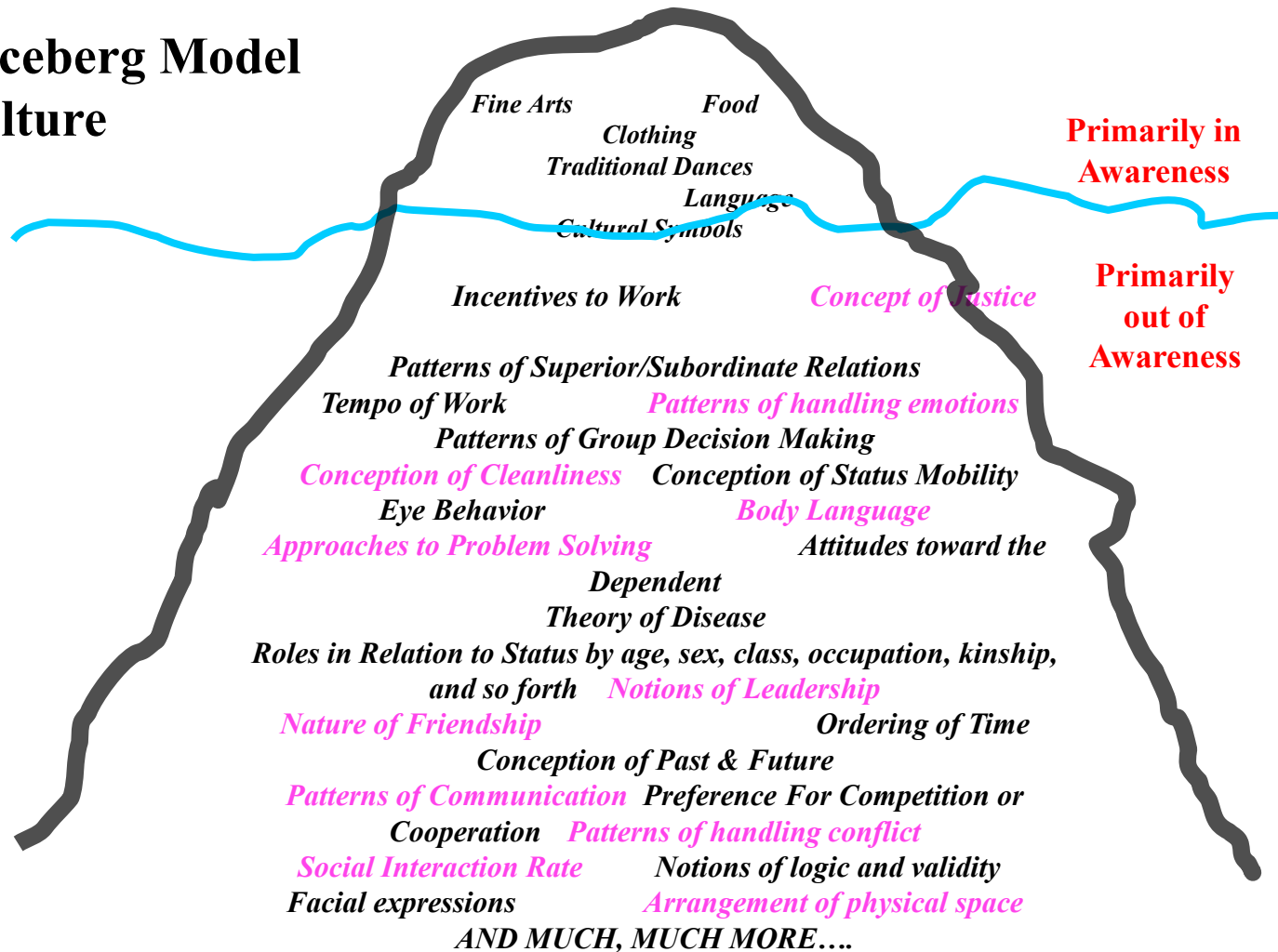
WHAT IS CULTURE ?

Culture is about...

- patterns
- of shared basic assumptions and behaviors
- that help us approach challenges/problems
- that are learned/taught to all members
(implicitly and/or explicitly)
- as the correct way to perceive, think and feel



The Iceberg Model of Culture





NOW, WHAT?

DEI SKILLS & KNOWLEDGE



WHAT'S NEXT?

DEI Action Plan

- I. Mission/Vision
- II. Accountability
- III. Diverse Staffing
- IV. Educational Environment
- V. Community

What you, yes YOU, can do...

- Awareness
- Acknowledgement
- Action

WHO IS RESPONSIBLE?

It is everyone's job!

- Individuals
- Supervisors
- Managers
- Senior Leaders

Individual contributors...

- commit to their own development
- solicit feedback
- incorporate new learning into their practice

WRAP-UP

- The definition of diversity is broad and includes *everyone*.
- Valuing diversity means valuing all *dimensions of diversity*.
- This is a *business imperative* - essential to the organization.
- This is *everyone's* responsibility and everyone benefits.
- This will be a *long-term, sustained effort*.

Questions?

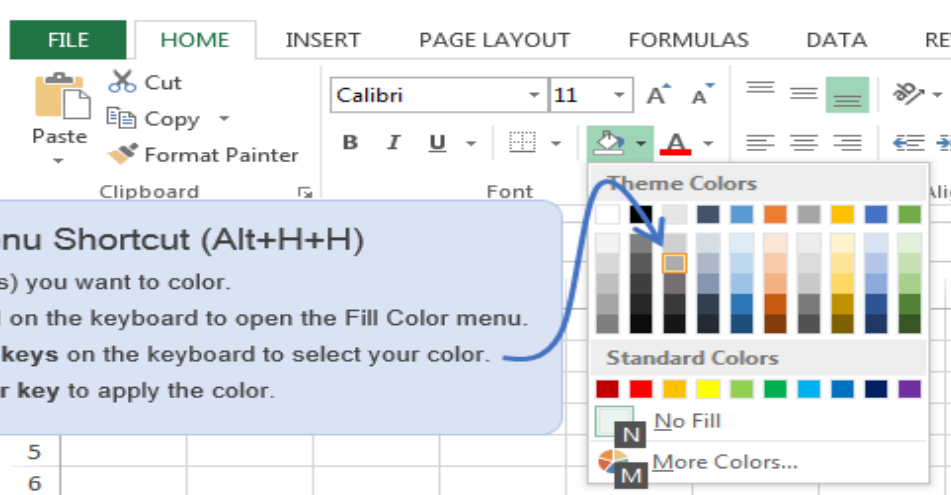


Short Cut For Highlighting Tabs in Excel

With the cells selected, press Alt+H+H (Double press the H). Use the arrow keys to select the color you want; this will move a small orange box around the selected color.

Fill Color Menu Shortcut (Alt+H+H)

1. Select the cell(s) you want to color.
2. Press **Alt+H+H** on the keyboard to open the Fill Color menu.
3. Use the **arrow keys** on the keyboard to select your color.
4. Press the **Enter** key to apply the color.





✓ Upcoming Dates

- May 14th
 - Shred Day
 - HEAF requests due to Budget Office
- June 24th
 - Next meeting



Questions or Suggestions??