



PURCHASING AND CONTRACT MANAGEMENT

Spring 2022 Newsletter

Save the Date:

The next scheduled Shred Day is Friday, May 13th at 8:30am.

Things to remember:

New 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/welcome/president/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 13, 2022. 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.

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HUB Fair

Coming this Summer!

More information to follow

Code of Ethics & Conflict of Interest (Purchasing Ethics)

Per MSU Purchasing Manual, Section II – A Midwestern State employee may not have an interest in, or in any manner be connected with a Midwestern State University contract or bid for the purchase of goods or services including participating in work on a contract knowing that the employee, or member of their immediate family has an actual or potential financial interest in a contract, including prospective employment.

A contract, as defined by the TTUS Contract Management Handbook, Section 1, Introduction, F. Definitions, a legally binding written agreement executed between the System or an Institution and a third party in which the parties agree to perform in accordance with the obligations therein. Contracts include, but are not limited to: letter agreements, co-operative agreements, memorandums of understanding (“MOU”), Interagency Contracts, Interlocal Contracts, easements, licenses, leases, and Purchase Orders. Regents’ Rules Chapter 07. Component Institutions may require formal review and signature on other related legal documents (e.g., Non-disclosure agreements).


Proprietary Product/Sole Source Purchase

Proprietary Source purchasing represents the purchase of a specific item that is available from only (1) vendor who is the sole manufacturer and distributor of the item. The end user must submit a justification explaining the need for the item and why only this specific item will meet his/her needs. One way to determine if a vendor may meet the criteria for a sole source is to ask yourself, “*why this potential procurement cannot be competitively bid amongst multiple vendors?*”

https://msutexas.edu/purchasing/_assets/files/purchasing-general/sole-source-justification-form-fillable-02.07.22.pdf

P-Card Reminder:

Please remember that all P-Card Envelopes are due in the Purchasing Office no later than the 25th of the month.



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

Contact Jennifer Hudson at 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>

WAREHOUSE

If your department has items in Warehouse Storage, please contact Doug Hickman @ 4109 or doug.hickman@msutexas.edu if we need to re-lease 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

Warehouse Postmaster items are for on **campus use only** and are awarded on a first come first served basis. Once you claim an item off of the warehouse postmaster, you can either come pick the item up yourself or turn in a work order with Facilities <https://msutexas.edu/facilities-services/request.php> to have it delivered. On the work order, please include the name of the person that is requesting the item and not just the name of the person turning in the work order.

Once items clear the postmaster and nobody on campus wants them for campus use we place items on <https://www.publicsurplus.com/sms/browse/home> where anyone can bid on them for personal use. If you purchase items on the auction, site you have 5 business days to complete payment. All sales are final. Public Surplus will notify buyer of receipt of payment via email. Buyer must remove auction item(s) from the warehouse **within 5 business days** of notification by Public Surplus of receipt of payment. The payment receipt must be presented at the time of pick up or the warehouse will not release the item to you. ALL ITEMS ARE SOLD “AS-IS”, “WHERE IS”, NO TOOLS OR ASSISTANCE WILL BE PROVIDED FOR REMOVAL OF ITEMS, WINNING BIDDER (WITH I.D. & PAYMENT RECEIPT) MUST BE PRESENT TO PICK UP ITEMS.

RECEIVING REPORT/INVOICE REMINDER

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

It is imperative that receiving reports and invoices are processed in a timely manner. For any questions, please call I-Chun Lin @ ext. 4110 / ichun.lin@msutexas.edu or Tracy Nichols @ ext. 4277 tracy.nichols@msutexas.edu

Purchasing & Contract Management Contacts:

Tracy Nichols	Director	x4277
Joe Mrugalski	Assistant Director	x4095
Darrious Gilliam	Warehouse Storekeeper	x4697
Doug Hickman	Purchasing Assistant	x4109
Jennifer Hudson	P-Card Administrator	x4740
Phillip King	Purchaser	x4111
I-Chun Lin	Accounts Payable	x4110
Jennifer Hudson	Contracts Coordinator	x4041

