

Did You Know?

- A new Statewide Financial System (SFS) is coming in December. With the implementation of SFS, there will be a 4 week moratorium on purchase orders and payments. Therefore, please order your spring semester supplies now.
- Vehicle Request Forms go to University Services. Please do not attach Vehicle Request Forms to the Travel Authorization Form.
- It is the PCard-holder's responsibility to notify the Property Control Office when equipment is purchased with a PCard.



Updates from: *Purchasing Ext. 3438 and
University Accounting Ext. 3467*

PCards and James B Schwab: Automated Copier Charges

On July 1, 2011, it became mandatory that a state issued procurement card must be used for all transactions under \$1,000. As a continuing effort to streamline ongoing processes, James B. Schwab has joined us in automating copier payments. With a simple call to Nicole at 814-836-0008, you can set up a quarterly payment that will automatically be billed to your PCard. How convenient is that, instead of 12 payments a year now you will have only 4! Please contact the Purchasing Department should you have any questions.

Obtaining Multiple Quotes: A Good Business Practice

Just a friendly reminder regarding back up information for the purchases that you make. It is good business practice to obtain more than one quote for purchases under \$19,999, so that you will be able to substantiate reasonableness of price and vendor choice.

For purchases \$20,000 and over, solicitation in the Contract Reporter is required. Contact Soteris Tzitzis at Ext.3257 for assistance. Please refer to Policy #108 in the Purchasing Department Manual via their website at www.fredonia.edu/purchasing.

Airline Reservations - "Who to Contact" Has Changed at AAA

Please note there has been a change in Accounting's Travel Policy #810 with regard to "Who to Contact" when booking airline reservations via 1 of our 2 authorized State travel agencies. Travel Leaders/Albany Travel (formerly Carlson Wagonlit) remains the same, but AAA has changed as follows:

AAA
Debbie Spicola
Telephone: (716) 366-8225
Fax: (716) 366-4859

Please see the Accounting Department's website for Policies at www.fredonia.edu/admin/accounting/

Know if Your Vendor is a State Employee

Per Purchasing Policy #304, please remember that a purchase with any vendor that is solely or partially owned by a state employee (at this facility or any other state facility) and va-

lued over \$25 must be publicly sited and processed via a formal bidding process. If at any time you have questions regarding such purchases of goods or services, please contact the Purchasing Department.