From the desk of the Director . . .

Did you know we are over the half way mark into Fiscal Year 2013? That means that we will soon be having our year-end workshops. We have many new employees on our campus that can benefit from it. Now is the time to go into FAMIS/Canopy to look closely at your accounts, don’t wait till the last minute to spend your allocated funds, make sure that your orders have been routed and processed, that receiving has been done and invoices have been paid. Create daily routines that work for you.

For those who are new to the University, Welcome! The Procurement and Disbursements Department offers dedicated assistance to anyone in the campus community. We provide various services: Purchasing, Accounts Payable, Card Services for Travel and P-Card, and Central Receiving. For more information related to these services, visit our website Purchasing@tamucc.edu.

This newsletter is filled with valuable information on the different services Procurement & Disbursements provides. I encourage you to read it, especially the new procedures for computer purchases, and the introduction of our new staff that joined us in FY 2013.

Good luck to all as we move forward to a successful fiscal year!

David Dávila,
Director of Procurement & Disbursements

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Islander Homecoming 2013
Basketball Decorating Contest Winner!!!

The Procurement and Disbursements Department participated in the 2013 Islander Homecoming Basketball Decorating Contest. We chose Homecoming Theme category “IGNITE THE ISLANDER SPIRIT!” The Department won first place in all three categories: Judges’ Choice, People’s Choice, and Children’s Choice. It was a clean sweep!

Staff Mary Jane Duarte, Ruben Gonzales, Nydia Marin, Delia Gonzales, Sherrie Clay (Procurement) and Lorie Messer (Contracts), took their basketball skills to the court and participated in the Faculty/Staff vs. Students Basketball game. Thanks for representing!

Congratulations to all for a job well done!
The Procurement and Disbursements Department has added five new staff members, Sheila Lipstreu, Sherrie Clay, Nydia Marin, Anna DeLaGarza and Nelly Dominguez, to its family. We are extremely delighted to have them on board. We are confident that their previous experience will benefit our department in maintaining an efficient manner of serving the University Community.

Sheila accepted the full-time position as Senior Buyer. She brings experience and a proven record of success in the procurement area which will be invaluable in meeting the departmental goals.

Sherrie accepted the full-time position as Purchasing Specialist. She will be the P-Card and Fleet Coordinator. Sherrie is knowledgeable in these areas and her role is critical in fulfilling the mission of the department.

Nydia, previously with Science and Engineering, transferred into the full-time position of Assistant Travel Coordinator. Nydia is very knowledgeable with Concur, the University’s approved electronic travel reservation and expense system and can assist staff with any travel related questions.

Anna accepted the position as an Accounts Payable Specialist III recently vacated by retiree Mary Couteau. Her responsibilities are those that Mary had before her retirement. Anna has experience in this area and is ready to assist the campus community.

Nelly Dominguez is the newest member to the Accounts Payable team. She accepted the full-time position as an Accounts Payable Specialist III. Nelly has experience in this area and is ready to assist the campus community.

MARY COUTEAU retired from her official capacity as an Accounts Payable Specialist III. During her 12 years of dedicated service to Texas A&M University–Corpus Christi she had also worked for the Business Office. Mary was an important member of the Accounts Payable team and her strong work ethics, knowledge, and dedication will be greatly missed by all of us. Thank you Mary. We wish you the best of luck throughout your retirement.

CAROLYN KOSKI, after 12 years of dedicated service to Texas A&M University–Corpus Christi, has retired from her official capacity as HUB Coordinator. Before becoming HUB Coordinator, Carolyn was also an important member of our Purchasing team. Her strong work ethics, knowledge, and dedication to the University will be greatly missed by all of us. Thank you Carolyn. We wish you the best of luck throughout your retirement.

“As simple as it sounds, we all must try to be the best person we can: by making the best choices, by making the most of the talents we’ve been given.”

Mary Lou Retton
Concur’s expense management system eliminates manual, paper-based expense reports. With it, departments can easily review, approve, process, audit and pay employee expense reports all online. To log in to Concur use your Single Sign On credentials.

**Top 5 Most Common eTravel/Concur Issues:**

- **Authorization Request (AR):** Remember to attach the AR to expense report (if applicable).
- **Attendee(s):** Attendee(s) name is/are required on each transaction line item(s) that do not belong to person submitting expense report.
- **Accounts numbers — FAMIS account numbers are uploaded to Concur on a daily basis (overnight feed).** Remember to match department with account number.
- **External Vendor ID Number(s):** Non-State employees must be set up as vendors in FAMIS (if receiving a reimbursement). If not in FAMIS, a W-9 must be submitted to AccountsPayable@tamucc.edu with notation to send info to Concur. For students: If student (receiving reimbursement) is not set up in FAMIS as a vendor contact Accounts Payable (via email) with the name of the student, their UIN, and a notation to send info to Concur. External VID(s) are required to reimburse all non-state employees and must be included on the expense report. If this information is missing on the expense report, the reimbursement will go to the person who submits the report.
- **Higher Lodging:** When requesting higher lodging approval, enter “Requested higher lodging: GSA ($$), Higher Lodging ($$) @ # nights” on the expense report header in the “Notes” block. We have learned the “Notes” block is the best place to enter this info and is easily accessible for viewing by all parties.

Helpful Concur Information is available on the Travel website. In addition, a Concur Mobile App is also available for Apple and Android devices allowing travelers to manage their business trip.

For eTravel/Concur assistance, contact Gracie Olalde at ext. 2749 or Nydia Marin at ext. 5767.

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**Fleet Management**

ATTENTION ALL FLEET CONTACTS:

Voyager Gas Credit Card has replaced the ComData Gas Credit Card. Click on the Voyager Logo for card acceptance locator. The credit card’s purpose is to be used at the pump to fuel any university fleet vehicle, for preventive maintenance, inspections, and other mechanical repairs. By using the Voyager Credit Card, the University is better equipped to meet state requirements when reporting the data to the Office of Vehicle Fleet Management reporting system. A Monthly Use Report for each vehicle must be submitted to the Fleet Coordinator located in the Purchasing building by the 10th of every month. Access the Monthly Use Report available on the Procurement & Disbursements website: [http://purchasing.tamucc.edu/fleet.html](http://purchasing.tamucc.edu/fleet.html)

For Fleet Management related questions, contact Sherrie Clay at extension 2777.
HELPFUL TIPS FROM THE BUYERS:

Before you begin your requisition or any other type of purchase, make sure you have the following:

- Documentation - (i.e., estimates, quotes, sole source, emergency, clear line item description, beginning and ending dates)
- Vendor ID number, vendor contact name, email, physical street address, phone/fax numbers
- Contracts — do you have contract and/or need a contract?
- Correct object code, account number, and funds
- Make sure you enter F9 Notes. They are very informative and helpful!

For requisition or purchase order assistance contact your department’s buyer, Priscilda Garza at ext. 5822 or Sheila Lipstreu at ext. 3434.

WE’RE HERE FOR YOU EVERY STEP OF THE WAY!

ACCOUNTS PAYABLE

On a daily basis, accounts payable staff reviews and processes many vendor invoices to ensure prompt payment. When a discrepancy occurs between a document and its corresponding invoice a Purchasing Invoice Problem (PIP) document is created by the accounts payable specialist. FAMIS routing determines who gets the PIP and notifies the department of an invoice problem. PIPs hold the key to why the document will not pay, for example:

- **No receiving**
- **Quantity Ordered and Unit cost does not match vendor’s invoice**

**Helpful Tips**

1. Check your FAMIS 910 in-box on a daily basis for PIPs. Document needs help and cannot be paid without action from the department.
2. Read PIP notification, research the problem, and handle all PIPs as quickly as possible.
3. Departments must close the receiving. Central Receiving only begins the receiving process.
4. Check UOM (unit of measure) when receiving.

If all is in order, document is processed and invoice is scheduled for payment. For invoice questions contact Accounts Payable. For assistance with receiving contact Purchasing at ext. 2617.

CENTRAL RECEIVING

Spring Cleaning? Got surplus?

Be sure to properly designate the items.

Designation of Controlled and Non-Controlled Items

**Controlled** surplus items include, but not limited to, computers, fax machines, cameras, projectors, golf carts or any items that are on the Department’s inventory. Note: These items have an assigned fixed asset tag applied on them.

**Non-Controlled** surplus items include, but not limited to, desks, filing cabinets, chairs, printers or any items that are not on the Department’s inventory. Note: These items do not have an assigned fixed asset tag applied on them.

Use the [Department Surplus or Salvage Notice](#) form if items are transferred to Central Receiving. For assistance, contact Luis Fonseca at ext. 2094 or Gene Lerma at ext. 5727

In the works:

DELIVERY ACCOUNTABILITY

Arrangements have been made with SCLogic to modify our current shipment tracking software to include a card swipe process when a delivery is made. A card reader will be attached to the same handheld device currently used to capture recipient’s signature. The change: **Individual accepting delivery must have a SandDollar card.** This modification process will enhance delivery accountability. More information to come when it becomes available.
SKILLS, ABILITIES, & KNOWLEDGE...

Website

Our Procurement and Disbursements website is an effective means of communication that will open up new channels of information at your fingertips. Our aim is to provide you with information on the functions of Procurement, Accounts Payables, Travel, and Central Receiving, policies, FAMIS questions, and frequently asked questions that will make your job a little easier.

http://purchasing.tamucc.edu

Check This Out ... NEW PROCEDURES FOR COMPUTER PURCHASES

Information Technology Department must approve the purchase, lease, or other acquisitions of any information-technology-related hardware, software, or services before the purchase can be made. Staff should contact the IT Department for advice and assistance early on to help ensure approval.

The term “computer” refers to any computing device: servers, laptops, desktop, tablets (e.g., IPADS), etc.

Computers should be acquired with a requisition. Procurement and Disbursements will route all computer hardware requisitions to IT for approval. Procurement and Disbursements will not process a requisition for a computer that is not on the Approved Computer List maintained by the IT Department and that does not have an approved exemption form.

Computers cannot be acquired using a P-card or a Limited PO without advance authorization from the Director of Procurement and Disbursements.

FAMIS Enterer’s I and II training workshops are set. Click FAMIS link to see schedule.

Prerequisites: The Guidelines for Disbursement of Funds and FAMIS Access Training. These two classes are available through Train-Traq using your Single Sign-On credentials and MUST be taken before you sign up for the FAMIS Enterer’s Training classes. Questions related to these classes contact the FAMIS Hotline at ext. 3614.

FAMIS Enterer’s I is designed to offer hands-on training related to Limited Purchase Orders and FAMIS Enterer’s II is designed to offer hands-on training related to Requisitions that become Purchase Orders.

The links below are powerpoint presentations used for FAMIS Enterer’s Training I & II and are very helpful:

Limited Purchase Orders:
http://purchasing.tamucc.edu/assets/LIMITED2.ppt

Requisitions:
http://purchasing.tamucc.edu/assets/Requisitionpresentation.ppt

For workshop information, contact Priscilda Garza at ext. 5822.

Year-End Workshops coming soon

Federal Express, through the E&I Cooperative Program, is one of the courier companies used for overnight and ground delivery services. To set up or transfer an existing account, complete the Federal Express E & I Application at http://www.eandi.org/fedex/application.aspx. Upon receipt of a Federal Express Account Confirmation, send a copy via email to maryjane.duarte@tamucc.edu

The Federal Express drop off box is located on the ground level between CCH and USC. Daily pickups are scheduled for 5:00 pm. For more information, contact Mary Jane Duarte at ext. 2617.
EXPENDITURE GUIDELINES

Frequently Asked For:

- Tax Exemption Form
- Object Codes
- Vendor Create Form
- Voucher Create Form
- Business Meal Form
- CBT Missing Receipt Form
- FAMIS Training
- After-the-Fact Memo

“One way to keep momentum going is to have constantly greater goals.”
Michael Korda

THANKS —
We appreciate your input.