Procurement Advisory Groups
Procurement Services is looking for interested parties to participate in topic-specific procurement advisory groups. The principal role of the procurement advisory groups is to provide advice and feedback on procurement initiatives and processes. If you are interested in one of the three groups, please sign up no later than June 30, 2015. If you have questions, please contact Farrah Bustamante.

Life Science Products Punch Out
Effective June 1, 2015, the Life Science Products (LSP) shop catalog migrated to a Punch Out Catalog from the prior Hosted Catalog. Check out this new LSP catalog with its new look! You will find it much more pleasant and easy to use. LSP offers very competitive pricing on many of their products. Questions about the catalog? Please contact Greg Smith at Gregory.Smith@colostate.edu or 970-491-2689.

Stressed? Look No Further!
We all know how hectic work can be, especially with fiscal year processes this time of year. Here are some helpful hints to manage stress in less than 15 minutes.
- Meditate
- Breath Deeply – Take 5 minutes to really focus on your breathing
- Be Present – Slow down and focus on one behavior at a time
- Reach Out – Talk to coworkers!
- Listen to Music – Create a playlist of soothing music
- Exercise – Take a walk around our beautiful campus!

PCard Paper Statements
Effective July 1, 2015, cardholders will no longer receive paper statements from J.P. Morgan Chase. Cardholders will only receive the emailed monthly statements. If you have questions, please contact the PCard Help Desk.

Employee Moving
The University has contracted with Mayflower Transit, North American Van Lines and United Van Lines via specific local agents for new and current employee moves.

The employee should coordinate with his/her home department and contact all three companies at the local number provided at http://wsnet.colostate.edu/cwis191/procurement/moving.aspx
Please contact Greg Draughon, if you have questions.

Last Call! Close/Void POs
This is a reminder to send your requests to close or void purchase orders. Purchase orders will be closed if payments have been made and no further activity will occur. Purchase orders will be closed if no payments will be issued or if payment was processed via a wire transfer. Please send your request to the Procurement Help Desk and indicate whether the PO should be closed or voided.

SmartSpend
Scheduled for launch on July 1, 2015, a Fisher Scientific shop catalog new feature called SmartSpend will highlight additional savings on laboratory products by suggesting lower cost alternative products. Look for the symbol and notation below signifying a lower cost product option.

For information, contact Greg Smith.

Fun Fact!
The City of Fort Collins, particularly the downtown area was one of the towns that inspired the construction of Main Street, USA. The design can be found inside the main entrance of ‘Disneyland’-style parks all around the world.

The Requisition is the First Step!
In order to start the procurement process, a requisition must be entered in the Kuali Financial System for any purchases totaling $5,000 or more. Once the requisition is received in Procurement, the requisition will be assigned to the appropriate Purchasing Agent. The Purchasing Agent cannot start work on any procurement without a requisition. This includes competitive solicitations (i.e. documented quotes, invitation for bids, and request for proposals) and sole sources.

What is Purchasing Discretion?
Departments have discretion to use their professional judgment to make purchases under $5,000, provided that the purchase is not one that will be recurring. Departments should be looking at the best value for the University and taking into account things like price, shipping cost, freight ownership, warranties and anything else that would add value to the University. Over $5,000, purchases shall be made at the discretion of the Purchasing Agent. Purchasing Agents have discretion for goods up to $10,000 and for services up to $25,000.

Procurement Services is here to ensure the University is getting the best value. Any requisition that comes to Procurement requires the Purchasing Agent use professional judgment to determine how the University would receive the best value for the product or service requested. Best value is not always the same thing as the lowest price. The Purchasing Agent may perform a market analysis, obtain quotes from other vendors, do a web search, review offerings from Group Purchasing Agreements or issue a solicitation (Documented Quote, Invitation to Bid or Request for Proposal).

Purchasing Agent discretion means more than just selecting the vendor initially identified by the department; it means the exercise of professional judgment, working collaboratively with the department, to obtain high quality goods and services for the best possible value.