1. **Minutes & Other Business** – The meeting began with Jacque Allbright, Purchasing Department, welcoming everyone to the first FY2013 Travel Assistants and BOBCATBuyers joint meeting.
   1. **Thank you!** - Jacque thanked everyone for all their hard work during the year end closing.
   2. **Minutes** – Minutes of the August 1st meeting were emailed on September 12, 2012.

2. **Agenda Items**

   1. **NPO’s (AP-1 Form) – When are they used?** - Jacque Allbright
      - NPO’s should be used as the exception, not the norm. They should be used primarily for reimbursement of personal business expenses and refunds for overpayment.
      - We must be able to document, track and account for University purchases. When an NPO is used we have no record of what was purchased.
      - Please cover the purchasing guidelines at your monthly staff meeting and as you train new people. One problem area is research start-up funds. Please do what you can to assist with providing the parameters of spending University funds with anyone receiving start-up funds.
      - NPO’s can be used for emergencies.

   2. **Reminders** – Jacque Allbright
      - **Open PO Report (ZOPEN_ENCUMBRANCE)** – Thank you to everyone who ran the report and tried to close out open Purchase Orders. Please run the report and also close your unused Travel encumbrances. Travel numbers start with 73000xxxx or the fiscal year (example 2012).
      - **Vendors should mail invoices to the Accounts Payable PO Box 747, San Marcos, TX 78667** - Please don’t let invoices wait in your department. If your Account Manager is out for a trip, you can go up a level to get approval and send the invoice on to Accounts Payable. The Texas Prompt Payment Act requires that we pay within 30 days of when the invoice or the goods were received by the University. We don’t want the University to get the reputation of being slow to pay, or pay interest to the vendor because the invoice was unnecessarily delayed.
      - **Q.** We had problems getting an IKON invoice paid and the payment was delayed.
      - **A.** Now IKON wants to send invoices directly to the department. 
      - **Send documents directly to the Tax Specialist if tax review is required (JCK 520).**
3. **GL Project** – When you receive the PowerPoint of today’s meeting, please print out the list of Commonly Used GL’s for your reference. 80-90% of your purchases are probably included in this list. Purchasing will be analyzing the purchases by department and send you a customized reference list of the most used GL’s for your department. This general list should be helpful for now.

4. **Limit Framework PO’s** - These used to be called open purchase orders. We need to be able to document and track how University funds are spent. These PO’s should be used for freight charges and other couriers, monthly copier rentals, Ozarka Water, and other recurring monthly expenses. Please make sure you use the correct GL. One example is Ozarka Water. It will be very helpful if you would use the following format:
   - Line #1 731601 Water/Fuel Surcharge
   - Line #2 740600 Dispenser Rental
   - Line #3 730000 Cups

5. **Meeting Schedule/Subject** – At the last meeting the majority voted to have the meetings every-other-month. We are now thinking about splitting up the meetings and alternating Purchasing/HUB and Accounts Payable/Travel. Please think about this and when you receive the PowerPoint file or the minutes respond with an email of your preference.

6. **AP Templates for Requested Info/Action to pay the invoice have been revised** – Cindi Scheid, Accounts Payable & Travel. We have seen fewer reminder emails needed since we revised the wording to reflect the 5 day response request. Thank you to all who are helping with quick response.
   - The template has a specific action request with 5 day response on requests for information.
   - The 2nd request will include the Account Manager.
   - Please respond promptly to the person who sent the request.
   - If it isn’t your invoice, please advise if you know whose it is – full name is helpful.
   - If providing the PO#, please make sure it is valid, open and has enough funds remaining to pay the invoice amount.
   - If you have a question on budget impact or status, please call the Budget office at 5-2376.
   - This will assist us with meeting the Prompt Payment Deadline and reduce the number of reminder emails.

7. **NPO (AP-1)** – Please make sure that you have all appropriate approval signatures. Reimbursements for Account Managers must always have their supervisor’s approval signature. They cannot approve their own reimbursement. If the funds are from a Grant, the form must go to OSP first for their approval signature (JCK 420).

8. **Updated Accounts Payable forms are in the approval stage and will be released soon.** An email announcement will be sent when the updated forms are on the website. Additional information fields have been added and the data flow has been streamlined. Hopefully this will assist in processing requests efficiently and reduce delays and follow-up questions.
9. Updated Paper Travel Application and Travel Reimbursements will be released soon.
   - The Travel Application number will not be automatically assigned.
   - The Travel Office will assign the number after all approvals are obtained and funds are encumbered.
   - The Travel Office will email the traveler/requestor with the application number.
   - TRAVELTracks use is encouraged for all faculty and staff.
   Q. How will we track the application if the number hasn’t been assigned? A. You will use the traveler name and travel dates.

10. TRAVELTracks Reminders –
   - TRAVELTracks requests that have not been submitted for approval must be “Saved and Sent” by 9/14/12.
   - A Travel Expense Report for 2012 can only be submitted if the approval is complete by 9/14/12.
   - All FY 2012 Expense Reports are due to the Travel Office by 9/24/12.

11. Purchasing Training Classes –
   - The first basic SAP/BOBCATalog training class on 9/27 will have 4 hours CEU credits. This class is designed for new employees, and as a refresher course.
   - The advanced SAP/BOBCATalog training class on 11/01 is for seasoned employees who have a basic knowledge of both systems.
   - A basic Purchasing class is also being developed through Professional Development.

12. Temporary Services Demo – Judi Nicholson, Purchasing
   - Vendors – Priority Personnel (San Marcos), Keystaff (Austin), and TriStarr (San Antonio)
   - Click on Vendor
     - Search Box - Enter position i.e., Admin I
     - Select Base, Mid or Max level
     - Enter total hours needed (1 person per line)
     - In notes indicate how long and work schedule, i.e., 1 person, 2 weeks, 8 hours a day
     - Click on Manufacturer info and will show all 3 vendors hourly wage so you can compare.
   - Type temp company name – pulls up list of all positions
   Q. Does this replace the university temp pool? A. The university will still have the temp pool. Lynn Ann Brewer, Human Resources Employment Manager, is the contact person for Temporary Services.

Announcement: We will send out the 2013 meeting schedule. Please don’t forget to reply to the email with your preference on alternating meeting subject Purchasing/HUB and Accounts Payable & Travel.

Comment: Please consider taking the Purchasing training classes. You may think that you don’t need to take a class, but you always learn something new.

Meeting adjourned, the next meeting is scheduled for Tuesday, November 6, Reed Parr Room, JC Kellam