Welcome

BOBCATbuyers

Please sign in

August 5, 2015

TEXAS STATE UNIVERSITY

The rising STAR of Texas

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM™
<table>
<thead>
<tr>
<th>Welcome</th>
<th>Jacque Allbright</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome</td>
<td>Director, Procurement &amp; Strategic Sourcing</td>
</tr>
<tr>
<td>Review Deadlines for Purchasing</td>
<td></td>
</tr>
<tr>
<td>- Checklist</td>
<td>Jacque Allbright</td>
</tr>
<tr>
<td>Clarification of E-NPO/IDT</td>
<td>James Webb</td>
</tr>
<tr>
<td></td>
<td>Director, General Accounting</td>
</tr>
<tr>
<td>Vendor Maintenance</td>
<td>Marketa Willis</td>
</tr>
<tr>
<td></td>
<td>Procurement Analyst, Procurement &amp; Strategic Sourcing</td>
</tr>
<tr>
<td>Goods Receipts</td>
<td>Frank Gonzalez</td>
</tr>
<tr>
<td>- Including Non-Valuated</td>
<td>Director, Materials Management &amp; Logistics</td>
</tr>
<tr>
<td>How To Do Ozarka Requisitions</td>
<td>Jacque Allbright</td>
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<td>Funds Commitment for Radios/MiFi</td>
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<td>Open Encumbrances</td>
<td>Jacque Allbright</td>
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<tr>
<td>- Final Invoices</td>
<td></td>
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<tr>
<td>Special Guest</td>
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</tbody>
</table>
PURCHASING YEAR-END DEADLINES
<table>
<thead>
<tr>
<th>Date</th>
<th>Department</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/03/2015</td>
<td>Travel</td>
<td>Last Day to Close FY 2015 Travel Requests/Funds Commitments: Trips in September-June</td>
</tr>
<tr>
<td>08/14/2015</td>
<td>Purchasing</td>
<td>Last Day to Purchase: Computers, Compute Parts, Printers, Software, and MiFi for FY 2015</td>
</tr>
<tr>
<td>08/14/2015</td>
<td>Financial Reporting</td>
<td>FY 2015 Expense Corrections: September - July</td>
</tr>
<tr>
<td>08/24/2015</td>
<td>Accounts Payable</td>
<td>Last Day to Submit 2015 Invoices</td>
</tr>
<tr>
<td>08/28/2015</td>
<td>Purchasing</td>
<td>Last Day to Approve FY 2015 Requisitions – due by 6:00 p.m.</td>
</tr>
<tr>
<td>08/28/2015</td>
<td>Purchasing</td>
<td>Last Day for FY 2015 purchasing Modifications &amp; Cancellations</td>
</tr>
<tr>
<td>08/28/2015</td>
<td>Purchasing</td>
<td>Last Day for P-Card transactions to post for FY 2015</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note:</strong> Transactions posted on or after August 28 will be automatically charged to the FY 2016 Budget.</td>
</tr>
<tr>
<td>08/28/2015</td>
<td>Travel</td>
<td>Last Day to Create FY 2015 Travel Requests/Funds Commitments (Not applicable for Grants as they are not fiscal year dependent)</td>
</tr>
</tbody>
</table>
### CHECKLIST (cont’d)

<table>
<thead>
<tr>
<th>Date</th>
<th>Department</th>
<th>Description</th>
</tr>
</thead>
</table>
| 08/31/2015 | Purchasing            | First Day for FY 2016 Creating/Approving Requisitions  
**Note:** Requests received after August 14 will be held until FY16 funds are available, and per university policy, delivery will be delayed until on or after September 1, 2015. |
| 08/31/2015 | Materials Management  | Goods Receipts Notification                                                                                                                                                                               |
| 08/31/2015 | Financial Reporting   | Expense Corrections Must be Created by End of Day                                                                                                                                                         |
| 08/31/2015 | Accounts Payable      | Last Day to Use a FY 2015 Fund on e-NPOs                                                                                                                                                                  |
| 08/31/2015 | Travel                | First Day to Create 2016 Travel FC (2016 Funds)                                                                                                                                                           |
| 09/01/2015 | Accounts Payable      | First Day to Use a FY 2016 on e-NPOs                                                                                                                                                                      |
| 09/02/2015 | Student Business Services | Departmental Deposits (Cashier’s Window) – due by 4:00 PM for FY 2015                                                                                                                                   |
| 09/21/2015 | Travel                | Last Day to Submit FY 2015 Expense Reports/FC Reimbursements                                                                                                                                             |
Vendor Maintenance

Texas State Office of Procurement & Strategic Sourcing

Texas State University

Member the Texas State University System™
Go to ZMK03 and use “Vendor Search Using Address Attributes”

- Search by Name
- Search by Search Term 1
- Search by Search Term 2
- Search by Street Address
IMPORTANT THINGS TO REMEMBER WHEN SEARCHING

- Except the “,” between the last and first name of an individual, we do not use punctuation in Vendor Setups
- “*” is a Wild card
- Sometimes less is better
- “The” is left off at the start of a name in search term
- Foreign Vendor searches – Remember to change the Country.
Updates

- Changes that can be made by email:
  - Email
  - Address
  - Phone
  - Contact name

- Changes that still require a new VMF:
  - Tax ID number changes
  - Banking changes
  - Company name changes
NEW VENDOR REQUEST FORM

Submit to: Procurement & Strategic Sourcing
JCK 527
(p) 512-245-2521
(f) 512-245-8990
e-mail: vendorrequests@txstate.edu

Vendor Maintenance Request / Substitute W-9

Vendor must complete the form, print, sign Section D, and email to the Office of Procurement & Strategic Sourcing.

Section A - General Vendor Information:

Type of Vendor * Select One *

☐ Limited liability company. Enter the tax classification: ☐ C Corporation ☐ S Corporation ☐ Partnership

☐ Other (see IRS W-9 instructions)

☐ State of Texas Agency, number

Foreign Vendors Only: ☐ Non-Resident Alien Home Country ITIN

Please attach the appropriate IRS Form W-8 (see publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities at www.irs.gov)

Identify the goods or services your organization will provide to the University:

Section B - Vendor Detail:

Vendor Name (legal name)

Business Name (if different)

Mailing Address

City State Country Zip

Vendor phone email
GOODS RECEIPTS

FRANK GONZALEZ
DIRECTOR, MATERIALS MANAGEMENT & LOGISTICS
What is a GR?

- A GR is a goods receipt notification that the goods have been received.
- Goods that are delivered to Central Receiving/ Materials Management and are documented as received.
When goods are delivered directly to the department.

When the department picks up the goods directly from the vendor.

**Action to take-**

*Department must complete online goods receipt notification form found on Materials Management website.*

*Department must attach supporting documents e.g. vendor packing slip.*
How to find the GR form

Resources & Forms

- Forms listed by Department
- Missing, Damaged or Stolen Property Report
What happens next?
1. The form is entered by materials management
2. Goods receipt is posted to each line
3. This allows AP to post invoice to pay vendor

*If there is a line that does not have a GR (e.g. shipping, delivery charges) please note line number on goods receipt notification form.
RECEIPT OF GOODS/SERVICES
(Submit within 3 working days of delivery)

Deadline for
Goods Receipt Notification

NO LATER THAN Monday, August 31, 2015
GR Non-Valuated

Do not remove the check from the GR Non-Val box. If you need a valued GR, contact purchasing to discuss.
How To Do Requisitions

For

ReadyRefresh™
JUST CLICK AND QUENCH

by Nestle
Exhibit A
Bottled Water Dispenser, Bottled Water and Other Products

Customer: Texas State Univ. Purchasing
Location: 601 University Dr, JC Kellum Bldg. #527
San Marcos, TX 78666

Bottled Water and Related Products Pricing and Equipment Monthly Rental Fees:

<table>
<thead>
<tr>
<th>Created</th>
<th>Price List</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/02/2014 07:11:01</td>
<td>OZKGC</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Product Code</th>
<th>Product</th>
<th>Item Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>OZK253</td>
<td>5 Gallon Nestle Pure Life Drinking Water</td>
<td>$3.05</td>
</tr>
<tr>
<td>OZK150</td>
<td>5 Gallon Ozarka Natural Spring Water</td>
<td>$3.05</td>
</tr>
<tr>
<td>OZK511</td>
<td>Hot &amp; Cold Non ES Oasis</td>
<td>$2.79</td>
</tr>
<tr>
<td>OZK512</td>
<td>Cooler - Room Temp &amp; Cold White</td>
<td>$2.79</td>
</tr>
<tr>
<td>OZK132</td>
<td>Hot &amp; Cold ES 1.2 White</td>
<td>$2.79</td>
</tr>
<tr>
<td>OZK417</td>
<td>9 oz. Plastic Cup 50 ct/slv</td>
<td>$2.89</td>
</tr>
<tr>
<td>OZK162</td>
<td>1/2 Pint Ozarka</td>
<td>$12.48</td>
</tr>
<tr>
<td>OZK126</td>
<td>.5 Liter Nestle Pure Life Tuxedo Pack/24 Ct</td>
<td>$5.49</td>
</tr>
<tr>
<td>OZK198</td>
<td>.5 Liter Natural Spring Water</td>
<td>$5.49</td>
</tr>
</tbody>
</table>

Customer is also responsible for any applicable account surcharges and any applicable taxes.

1. Customer agrees to exclusively purchase Lessor’s brand of bottled water for use on each bottled water dispenser that is leased under this agreement.

Regular delivery of bottled water will take place between 17-21 day business cycle.

NOTE: Bottled water dispenser must be maintained by Customer on a periodic basis including cleaning by Customer as outlined in the Lessor-approved guidelines (attached) at least once every three months.
Requisitions

When creating this requisition, use a “limit” framework. In this order include the following lines (if applicable). Also include the descriptions as it appears on the invoice.

PO Line 10: GL 731601 (water-includes bottle deposit)
5 Drinking Water
0.5 L Natural Spring Water
0.5 Tuexedo Pack/24ct
3 Drinking Water

PO Line 20: GL 730000 (cups)
9 oz plastic cups 50c/sleeve

PO Line 30: GL 740600 (rental)
List the number of dispensers for your department
Example: (1 x $2.79)
Funds Commitment for Radios/MiFi
# REQUEST FOR WIRELESS SERVICE FORM

## Requisition Information

<table>
<thead>
<tr>
<th>Requisition Number</th>
<th>Funds Commitment Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Applicable for New Equipment)</td>
<td>(Phone Number Assigned for Vendor. Must be Applied for All Wireless Devices)</td>
</tr>
</tbody>
</table>

## Wireless User Information

<table>
<thead>
<tr>
<th>Name (Last, First)</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Phone Number</td>
<td>Radio/Phone Number (Assigned by Vendor)</td>
</tr>
<tr>
<td>Cost Center/Fund Center</td>
<td>Account Manager</td>
</tr>
</tbody>
</table>

## Wireless Service Information

1. Is this request for new service? (Yes = 1 & No = 0)
2. Is this request for an upgrade or change to existing service with the same vendor?
3. Is this request for a change to existing service and a change of vendor?
   a. Has there an active contract in effect with the prior vendor?
   b. Has the current service been cancelled?
   c. Please indicate the early termination fee that will be assessed: $___________________
4. Type of Wireless Device:
   - Radio
   - PC Card/Access Card
   - Other: __________________________
5. Device Model: __________________________
6. Device Vendor: __________________________
7. Monthly Service Charge: $____ Service Beginning: __________________________

## Wireless Service Authorization

<table>
<thead>
<tr>
<th>Wireless User Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Manager Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Vice President/Dean</td>
<td>Date</td>
</tr>
</tbody>
</table>

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**Financial Services • Office of Procurement & Strategic Sourcing**
**J.C. Kellam Suite 527 • 801 University Drive • San Marcos, TX 78666-2011 • Ph: 512.245.2021 • F: 512.245.2003**
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**MEMBER THE TEXAS STATE UNIVERSITY SYSTEM**
CLOSURES

Open Encumbrances – ZOPEN_ENCUMBRANCE

E-NPO Documents – ZNOPO2

E-IDT DOCUMENTS – ZIDT2
Our Special Guest

Thank you Mr. Nance & Dr. Wyatt for your support throughout the years. You will be missed!
Thank you for coming!