



UPPWords

News from University Procurement Professionals

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Inside this Issue

- 1** Fiscal Year 2011 Year-End Closing Instructions
- 1** SDSM&T Purchasing Personnel to Retire
- 2** SDezBuy Catalog Update
- 3** Barbara Mustard Joins SDSM&T Purchasing
- 3** Administrative Rules

Fiscal Year 2011 Year-End Closing Instructions

PURCHASING PROCEDURES AND DEADLINES

Please follow the remaining schedule for fiscal year 2011 year end procedures. These procedures are reviewed in conjunction with Accounting, Grants Accounting and Budget offices; and if changes are identified, we provide that information as soon as it is available.

Grant Funds - Requisitions processed against grant funds will follow the deadlines established for the grant. Please contact Grants Accounting if you are unsure of the expiration dates.

Local Non-Budgeted Funds – Although there is no cutoff for local non-budgeted funds, **Banner access will be unavailable for departmental users from June 27-30.** Please do not submit purchase requisitions during this time frame. Contact your campus purchasing office if you have an emergency purchase during these four (4) days.

Receiving University Funded Orders – All purchase orders using university budgeted funds must be received in by **June 22, 2011.** Next receiving date available is July 1, 2011.

Receiving Process - Receiving should be done as soon as the goods or services have been received. However, items that have been physically received in June and you are processing the receiving document in Banner in July, the receiving date of **June 30, 2011** must be used.

Banner query access only from on June 23rd & 24th. SDezBuy is available for requisitions.

SDSM&T Purchasing Personnel to Retire

June 21, 2011 marks the end of an era for the South Dakota School of Mines & Technology Purchasing Department. Sandy Fischer (Director of Business Services) and Jan Hargens (Assistant Director of Business Services) will retire after a combined 71 years of service. Sandy began her employment at SDSM&T in 1972 with Jan joining in 1979. Sandy & Jan have been in the Business Services Division (including Purchasing) their entire career. Both have enjoyed their many years at SDSM&T and will be missed by all.

Sandy and Jan have been responsible for the purchasing functions at SDSM&T for many years and have experienced a variety of changes in this time. Both were involved in the Banner and SDezBuy implementation in 2006 and served as the purchasing experts for audio/video equipment and supplies as well as maintenance, repair & operating supplies. Sandy & Jan also served as system experts for the Sourcing Manager bid system.

Good luck to Sandy and Jan as they enter their retirement years and thank you for all you have done for the South Dakota School of Mines & Technology as well as the South Dakota Board of Regents system. Everyone in the University Procurement Professionals group will miss you.



Jan Hargens

Sandy Fischer

Have a Happy Retirement!

SDezBuy Catalog Update

The purpose of this ongoing article is to keep you informed about SDezBuy catalog additions and changes. Here is a list of the State contracts we currently have loaded in either a hosted or punchout catalog.

<u>STATE CONTRACT TITLE</u>	<u>SUPPLIER</u>	<u>CATALOG TYPE</u>	<u>STATE CONTRACT #</u>	<u>Expiration Date</u>
AC/FURNACE FILTERS	KBAK dba Aire Filter Products	Hosted	16076	1/31/2012
AC/FURNACE FILTERS	EMI Filtration Product	Hosted	16077	1/31/2012
AC/FURNACE FILTERS	Koch Filter Corporation	Hosted	16078	1/31/2012
BATTERIES	Brown & Saenger	Punchout	15594	10/31/2011
BATTERIES	Wholesale Electronics Inc	Hosted	15593	10/31/2011
CLEANING PRODUCTS	Chemco	Hosted	15985	5/31/2012
CLEANING PRODUCTS	Cole Paper	Hosted	15986	5/31/2012
CLEANING PRODUCTS	Heartland Paper	Hosted	15987	5/31/2012
CLEANING PRODUCTS	Northland Chemical Corp.	Hosted	15989	5/31/2012
CLEANING PRODUCTS	Hillyard	Hosted	15988	5/31/2012
ELECTRICAL LAMPS ANNUAL	Crescent Electric	Hosted	15783	10/31/2011
ELECTRICAL LAMPS ANNUAL	Graybar Electric	Hosted	15785	10/31/2011
ELECTRICAL LAMPS ANNUAL	Voss Lighting	Hosted	15787	10/31/2011
FINE PAPER	Cole Papers	Hosted	15757	8/14/2011
FINE PAPER	Heartland Paper	Hosted	15758	8/14/2011
OFFICE SUPPLIES	Brown & Saenger	Punchout	15781	10/31/2011
PAPER AND PLASTICS ANNUAL	Notice of Awards under consideration	Punchout	15932	Expired
PRINTERS AND ACCESSORIES	A&B Business, Inc	Hosted	13666	Ongoing
PRINTERS AND ACCESSORIES	Kyocera Mita America	Hosted	15726	Ongoing
PROJECTOR REPLACEMENT LAMPS	My Projector Lamps Int'l	Hosted	16090	3/31/2012
TELEPHONE EQUIPMENT & SUPPLIES	Graybar Electric	Hosted	15978	7/31/2011
TELEPHONE EQUIPMENT & SUPPLIES	Wholesale Electronics, Inc.	Hosted	15980	7/31/2011
TELEPHONE EQUIPMENT & SUPPLIES	Call One	Hosted	15979	7/31/2011
TONER, HP PRINTERS	CNI Officesupplies	Hosted	15925	10/31/2011
TONER, HP PRINTERS, REMANUFACTURED BIOBASED	Soyprint	Hosted	15825	1/31/2012
UNINTERRUPTIBLE POWER SUPPLIES	Wholesale Electronics, Inc.	Hosted	14379	Ongoing

UPP Members

Lorraine Talks (BHSU)
(605) 642-6285
Lorraine.Talks@bhsu.edu

Karen Alfson (DSU)
(605) 256-5131
karen.alfson@dsu.edu

Earl Weisenburger (NSU)
(605) 626-2529
weisenbe@northern.edu

Sandy Fischer (SDSM&T)
(605) 394-2228
Sandra.Fischer@sdsmt.edu

Jan Hargens
(605) 394-2512
Jan.Hargens@sdsmt.edu

Barbara Mustard
(605) 394-2228
Barbara.Mustard.sdsmt.edu

Vicki Soren (SDSU)
(605) 688-4989
Vicki.Soren@SDSTATE.EDU

Karen Bravek
(605) 688-4451
Karen.Bravek@SDSTATE.EDU

Darby Ganschow (USD)
(605) 677-6623
Darby.Ganschow@usd.edu

Linda Van De Rostyne
(605) 677-5503
Linda.Vanderostyne@usd.edu

Kyra Blatchford
(605) 677-5667
Kyra.Blatchford@usd.edu

Ellen Walker (SDBOR)
(605) 773-3455
Ellen.Walker@sdbor.edu

Nancy McKenzie (SDSD)
(605) 367-5200
Nancy.mckenzie@sdsd.sdbor.edu

Barbara Mustard Joins SDSM&T Purchasing

Barbara Mustard is Purchasing Manager
South Dakota School of Mines & Technology



Barb became Purchasing Manager on June 15th. She will be the shared buyer for MRO Supplies for all SDBOR. Barb will also handle the vendor approvals and security re-sets for the purchasing bid system.

Barb attended Black Hills State University (BHSU) in Spearfish, SD, where she received her Bachelor of Science in Marketing, and Master of Science in Business Management. Barb has worked for SDSM&T for five years in Surbeck Scheduling as an Event Management Assistant, and then as an Accounting Assistant.

Barb has two sisters, one in Rapid City and the other that lives in Puerto Vallarta, Mexico – which she loves to visit! Her pride and joy are her three dogs which she loves to go hiking with in Black Hills. Barb loves traveling anywhere and everywhere and loves spending time with her family.

Welcome Barb!



Coming Soon!

New Punchout Catalog with CDW-G

SDBOR – Standardize of Product Effort

by Earl Weisenburger

The Board of Regents has asked UPP to combine orders or standardize product for volume price discounting as a system in efforts to save money. For the past year and half the Custodial Team Task Force comprised of individuals from each university and the special schools has been compiling information and meeting via conference call. The first step was to initiate what product to start a pilot project with, the team focused on Toilet Paper and Paper Towels as the most common products used at each campus.

As a result of the team's efforts and Office of Procurement Management a bid solicitation was issued this past winter. A State Contract has been awarded to Hillyard Floor Care Supply effective June 1 and is renewable for 5 years. Each University will be putting a plan in place to convert to the new TP and Paper Towels dispensers.

Efforts such as this one will save SDBOR in our future as it give us the ability to initiate solicitation for contracts with a guarantee of volume to the suppliers which in turn will result in better pricing for SDBOR institutions.