

Purchasing Advisory Council

PAC Meeting Minutes

Lighty 405, 2/18/2014, 11a-12p

- Introduction – Lauralea
 - Welcome from the meeting host - Data Analyst Lauralea Edwards.
 - Sign-in sheet sent around for attendance, and to let us know if you want to be on the mailing list.
 - Covered the agenda.
- Special Interest Groups – Lauralea
 - 2 groups being formed. Let us know if you are interested in being a part of one of these groups.
 - Furniture
 - Need people who want to be in the loop on policies concerning this topic and don't mind answering a few questions about it.
 - Purchasing Card
 - Need people to help discuss policies to streamline going forward.
- PaymentNet 4 – Patty
 - Intro by Associate Director Patty Gropp, covered PaymentNet-4 (PNet4) details.
 - Legacy was shut off as of 1/31/2014.
 - The process of migration has been ongoing for a while. Preparations began almost a year ago.
 - Pulled up the PNet4 login screen to show everyone.
 - We have 561 users in PNet4.
 - Training Resources <http://purchasing.wsu.edu/PNet4.html>
 - Online tutorial <http://tinyurl.com/wsupbsrecordings>
 - User's Manual (Day 1 Guide) http://purchasing.wsu.edu/docs/Day%201%20Guide_v7.1.pdf
 - March – classes through HRS on PNet4 will begin.
 - Will be called something along the lines of: "Pcard Level 4 – PNet4 training" and will replace our current Level 2 Reconciler training.
 - Reconciling – Chart of Accounts
 - Best to type some of the information you want in the box before using the drop-down list to look for it.
- Information Services Contracts – Kerry
 - Intro by Buyer Supervisor Kerry Johnson.
 - Questionnaire up on website. It will be updated.
 - Senior IT person in each Dept. should fill it out (risk analysis).
 - It is a work-in-progress.
 - Data security is a hot topic.
 - Contact Kerry with any questions.
- Honorariums – Eric
 - Intro by Purchasing Director Eric Rogers.
 - Accounts Payable (AP) is not getting enough details passed down to them.
 - These should be a non-contractual payment.
 - i.e. paying for a presentation or for a guest presenter.
 - If you have to sign something – an honorarium is most likely not the right choice.
 - Contact Eric or Patty with questions.
- Delegation of Contract Authority – Eric
 - In order to be able to sign a contract, you must have the Authority to do so.
 - Those with authority have a letter from the President stating the delegation of authority.
 - List can be found at: <http://contracts.wsu.edu/DelegateList.html>
 - Only those with Contract Authority can sign contracts.

- Be mindful of even signing a Bid or Quote.
 - Need to watch for hidden Terms & Condition clauses in agreements.
 - This includes software agreements clicked online
 - Contact the Purchasing dept. if you are asked to sign anything.
 - All of the Buyers in Purchasing have Contract Authority.
- Questions
 - *Are there efforts to optimize Purchasing and IT at the university?*
 - Multiple possibilities are being looked at now, especially in software.
 - Some software packages bought for other areas of the university could possibly be expanded for use elsewhere.
 - Starting to look ta vendors as a whole, and not just individual cases.
 - FYI – Qualtrics is currently having issues with WSU email addresses.
 - *Are there any communications on using PaymentNet 4 with the CTA card?*
 - Yes. Information is already out there and more to come soon. A few JPMC issues were in the way of that process.
 - http://purchasing.wsu.edu/PNet4_CTA.html
 - *In respect to the Fac Ops merger, and the flat rate of 14.3% - why are there 2 classifications?*
 - System was setup that way. Campus materials have dynamic rates though.
 - Migration of systems is happening. Margins may be variable down the road.
 - *What is the Date for the new system (AIM)?*
 - Moving target of 7/2014
 - *How does the PaymentNet 4 transaction ID # work?*
 - Unreconciled transactions from Legacy will have new Transaction ID #s in the new system.
 - Any transactions reconciled in Legacy do not need to be touched in PaymentNet 4.
 - The Legacy ID # was unique to WSU, whereas the ID # in PaymentNet 4 is universal to all of Visa.
 - This means it can be given to a JPMC rep. to ID your transactions, as opposed to in Legacy this was not possible.
 - Contact Patty Gropp of Jeff Senkevich for assistance.
 - *Does PaymentNet 4 have transaction history?*
 - Yes. It holds one year of data now due to the migration, but as it populates going forward it will hold up to two years' worth of transaction data.
 - If there is anything from Legacy that is needed, contact Patty Gropp of Jeff Senkevich for assistance
 - *By what date does the Contract Review Questionnaire need completed by?*
 - Information will be posted soon.
- Helpful Links
 - Meeting Minutes
 - <http://purchasing.wsu.edu/PACmeetings.html>
 - Revised Information Services Questionnaire
 - <http://purchasing.wsu.edu/Computers.html>
 - Special Interest Group Sign-up
 - <http://secure.wsu.edu/purchasing/Signup/index.castle?formid=11>

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