Purchasing Advisory Council
PAC Meeting Minutes
Lighty Room 405, 11/16/2015, 11a-12p

• Introduction – Lauralea Edwards
• Full Accounting String: please be sure to put the entire accounting string on departmental requisitions – especially fund and sub-fund. Federal funding sources require a different set of terms and conditions to be attached and it is not always clear what the source of funding is without the fund/sub-fund.
• Adobe Creative Cloud: WSU is entering an Enterprise License Agreement for Adobe Creative Cloud
  o Features of the agreement:
    ▪ Price not to exceed $190/license (expect lower price in years 2 and 3 of the contract)
    ▪ 1 license for a student lab or computer lab can be installed on 3 machines
    ▪ 3 year agreement
  o More information will be available on the Purchasing website after 1 December.
  o For licenses expiring mid-year, cost of licenses can be pro-rated.
  o For questions, email Lauralea.edwards@wsu.edu
• PCard program has been consolidated under Accounts Payable: Jeff Senkevich is still the primary contact but he can now be found in French Ad 240K. Questions should still be directed to purchasing.card@wsu.edu or jeff.senkevich@wsu.edu
• Gift Card Policy: a new policy governing gift cards (BPPM 70.44) and incentives (BPPM 40.53) has been published. Policy compliance is the department’s responsibility
• Update on State of Washington mandatory training - Eric Rogers
  o Access training at http://purchasing.wsu.edu/DES-training.html
  o Training should be completed by 31 December 2015
• E-Requisition/Contract Management System (Cobblestone) – Lauralea Edwards
  o Still waiting on a development site. Hope to have a demonstration within the next few months.
• EAB Strategic Innovation Challenge: David Rovetto won 2nd place in this year’s Education Advisory Board Strategic Innovation Challenge. His entry highlighted work David has been doing with departments to reduce costs on service agreements.
• Questions
  o Can the Washington mandatory training be bundled together in Skillsoft?
    - Yes – Purchasing Services will work with HRS to create the bundles