Purchasing Advisory Council
Meeting Minutes
Lighty Room 405, 10/31/2016, 10a-11a

- Introduction – Lauralea Edwards
- Expansion of PAC to include Controller’s Office issues – Lauralea Edwards
  - The PAC is expanding to include both Purchasing issues and issues related to the Controller’s Office.
  - If you have suggestions for a new name and acronym, please email Lauralea.edwards@wsu.edu
- Update on State of Washington mandatory training – Patty Gropp
  - Contract Managers are individuals responsible for coding invoices and making sure the bills get paid. They need to take the contract manager State of Washington training modules.
  - Project Managers on contracts are the subject-matter experts who work with the contractor in developing the scope of work. This individual does not need to take the State of Washington training.
  - All new employees who will have financial or contract responsibilities will need to complete the relevant state of Washington training. If you have new employees.
  - Materials can be found at http://purchasing.wsu.edu/DES-training.html
- Education Advisory Board (EAB) – Eric Rogers
  - The EAB will be coming on-site sometime in late winter or early spring to offer advanced training on Spend Compass.
  - Spend Compass is an excellent way to look at all spend across all purchase mechanisms (Accounts Payable, CTA, and PCard)
  - Beginner’s training will be conduction from November 28-December 9. Training will be done via webinar and can be done from the comfort of your office. If you are not on the PAC listserv, please email rshah@eab.com for more information.
- Costco and PCard – Eric Rogers
  - Costco will no longer be accepting purchase orders at their store. They are, however, now accepting Visa cards. To use your PCard at Costco, go to the membership desk and they will give you a temporary membership card to show your affiliation with WSU.
  - If you need the WSU Costco account number, you can contact Jeff Senkevich (jeff.senkevich@wsu.edu).
  - Please let Eric Rogers (emrogers@wsu.edu) and Gerik Kimble (gerik_kimble@wsu.edu) know how your experience with Costco goes.
- Office Supply Contract – Eric Rogers
  - Purchasing Services will be looking at the office supply contract over the next few months and will be investigating whether it is in the best interest of the University to stay with Office Depot or move to a new provider. There are no changes to the current process.
- Travel BPPM revision – Gerik Kimble
Travel is working on getting a revision to the BPPM processed that will remove the requirement to keep paper documentation on-hand in addition to eTEVs. More details will be forthcoming when the BPPM revision is passed.

- Delta and CTA purchases – Gerik Kimble
  - WSU has been encountering some problems using the CTA cards to purchase airfare on Delta Airlines. Some people are being told they need to present the physical card at the airport when they check-in for their flights. Travel is working on the issue but is raising awareness about potential problems.

- Question & Answer
  - B&H Photo and Video: Is there a way to make it easier for departments to get contract pricing from B&H?
    - Yes, Purchasing has updated its vendor management page (https://purchasing.wsu.edu/vendoragreements.html) with the phone number to call for contract pricing.
  - Prevailing Wage: Purchasing inquired as to how many departments are aware of the current prevailing wage process?
    - Current process: prohibited from doing prevailing wage at the department level. Needs to be processed with a requisition through Purchasing Services