Purchasing Advisory Council
PAC Meeting Minutes
Lighty 405, 2/18/2014, 11a-12p

• Introduction – Lauralea
  o Welcome from the meeting host - Data Analyst Lauralea Edwards.
  o Sign-in sheet sent around for attendance, and to let us know if you want to be on the mailing list.
  o Covered the agenda.

• Special Interest Groups – Lauralea
  o 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
  o Intro by Associate Director Patty Gropp, covered PaymentNet-4 (PNet4) details.
  o Legacy was shut off as of 1/31/2014.
  o The process of migration has been ongoing for a while. Preparations began almost a year ago.
  o Pulled up the PNet4 login screen to show everyone.
    ▪ We have 561 users in PNet4.
  o Training Resources http://purchasing.wsu.edu/PNet4.html
    ▪ Online tutorial http://tinyurl.com/wsupbsrecordings
    ▪ 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.
  o 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
  o Intro by Buyer Supervisor Kerry Johnson.
  o 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
  o Intro by Purchasing Director Eric Rogers.
  o Accounts Payable (AP) is not getting enough details passed down to them.
  o These should be a non-contractual payment.
    ▪ i.e. paying for a presentation or for a guest presenter.
  o If you have to sign something – an honorarium is most likely not the right choice.
  o Contact Eric or Patty with questions.

• Delegation of Contract Authority – Eric
  o 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
  o 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 at 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](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](http://purchasing.wsu.edu/PACmeetings.html)
- Revised Information Services Questionnaire
  - [http://purchasing.wsu.edu/Computers.html](http://purchasing.wsu.edu/Computers.html)
- Special Interest Group Sign-up