Purchasing Advisory Council
PAC Meeting Minutes
Lighty 405, 11/19/2014, 10a-11a

- Introduction – Lauralea Edwards
  - Led by Strategic Sourcing Specialist Lauralea Edwards.
  - Sign-in sheet sent around for attendance.
  - Celebrated 1 year of PAC meetings completed.
  - Covered the agenda.

- Sole Source – Bob Ames
  - Ensure all docs are fully signed.
  - Listed the 5 most common reasons for Sole Source:
    - Manufactured by only one source.
      - This would need to be documented
    - Unique and/or proprietary features available from only one product and required for the research.
      - The feature would need to be explained along with why this was required and how other brands do not meet this requirement.
    - Established protocols and continuity of research
      - An example is if you were transferring from another university or lab and your research had been established with particular equipment and changing equipment would jeopardize the continuity of the results.
    - Compatibility with existing equipment
      - i.e. if this were an extension to a piece of equipment or system.
      - Would need to show why other comparables would not work.
    - Grant named
  - Note – be mindful of offer letter promises, this does not constitute a valid Sole Source justification on its own.
  - Sole Source Equipment Guidelines: http://purchasing.wsu.edu/GeneralInformationaboutPurchasing.html
  - Questions? Contact Bob at bames@wsu.edu

- Machinery & Equipment Tax Exemption – Bob Ames
  - Certificate Form can be found here: http://public.wsu.edu/~forms/HTML/BPPM/00_Intro_and_Indexes/04.01_Forms_Index.htm#M
  - Ensure responses on the form are properly defined and explained.
    - Pay attention to – the description of part and the specific research/testing involved
    - Grants and research abstracts often have detailed info
  - State Auditors have focused on a thorough description of the “specific research and development or testing application of the equipment requisitioned”.

- Pcard Updates – Patty Gropp
  - Food is no longer prohibited on the Pcard.
    - A list of the net changes made to BPPM 70.08 was handed out,
      - It can also be found here: http://purchasing.wsu.edu/PolicyRevisionsBPPM70.08.html
    - When purchasing meals on University Monies (not including 17A discretionary funds) the following conditions must apply (See BPPM: 70.31):
      - The meal must be essential to the completeness (i.e., an integral part) of an official University meeting or training session, and
      - The University must require that the employee attend the meeting or formal training session, and
• The purpose of the event must be to conduct official WSU business or to provide formal training to WSU employees.
  ▪ Completed Request to Serve Food (RTSF) forms must be attached to monthly Pcard transaction documentation, and do not need to be sent to Accounts Payable. On the RTSF form itself, ensure to specifically describe how the food was integral to the meeting, as State Rules on this subject appear to be tightening.
  ▪ State funds cannot be used to support meal costs over per diem (See: OFM - Per Diem). Any overage should be split in PaymentNet and coded to discretionary funds.

  * Water payments are now prohibited
    ▪ Environmental Health & Safety (EHS) drives the policy on water allowability, and they have tested all campus water supplies.

  * Contract Payments
    ▪ All contracts must be signed by someone with WSU Contract Authority.
    ▪ Mini-storage agreements are contracts
    ▪ Rate changes to an existing contact need to be authorized as well.
    ▪ Software agreements are also included in this category.

  * Reconciling Reminder
    ▪ Should be routinely done. There is a large amount out there past the allotted amount of time.
      • Anything from SEPT on is now overdue, unless it legitimately should be open still.
      • Purchasing will begin reaching out to AFOs about REC/AO delinquent reconciliations.
      • Directions to find old, un-reconciled transactions can be found at [http://purchasing.wsu.edu/docs/reconciling-old-trans.pdf](http://purchasing.wsu.edu/docs/reconciling-old-trans.pdf)

  * Object-SubObject
    ▪ Handed out cards to submit requests for Object-SubObject combinations that users would like to see opened up in PNet4 for use.

• Federal Direct Buy Limit – Eric Rogers
  * The Federal Direct Buy limit will soon be changing to a $3,000 bid threshold. Higher education will have to enforce this limit effective July 1, 2016
  * The new limit will apply to any purchases made with federal funds.
    ▪ Must be careful when changing funds (i.e. ETR to AP) because if you change something to a federal fund on the backend, you might miss the new regulations piece because it did not go through the channels with the correct info and suddenly the transaction could now be out of compliance.
    ▪ Proper ID of any funds that will be used in a transaction will be more important than ever with this new limit.

• Strategic Innovation Award – Lauralea Edwards
  * WSU won an award for its method of utilizing department feedback in its negotiations on master contracts.
  * Communication to and from department personnel was a big part of the success.
    ▪ Thank you to everyone who has given us feedback!!!

• Contract Management System – Lauralea Edwards
  * New system is coming to replace the current requisition system.
  * Will be meeting with all Areas to discuss.
  * Goal is to demo the new platform at the next PAC meeting.
  * There is a website you can look over the process and the current progress being made at: [http://purchasing.wsu.edu/cms.html](http://purchasing.wsu.edu/cms.html)

• Questions
  * Do Pcard users need documentation about water being potable?
    ▪ EHS does test all water supplied to the Pullman campus.
    ▪ If you want to request to purchase water for your location – submit a detailed Exception Request to Purchasing and reach out to EHS about the water quality.
What to do with Request to Serve Food (RTSF)s?
- The changes in BPPM 70.08 do not affect any rules outside that of method of payment. The RTSF is an AP document and is still required in all the same ways it was before.
- Keep these with your monthly Pcard records.
  - There is no need to upload these to PNet4.
Follow-up Q: Does a list of names still need to be kept with the RTSF?
- Yes, the rules governing RTSFs have not changed.
What is a good % for tips on service purchases?
- No set policy governs this.
- If too much tip is given, may have to use 17A funds to cover it.
Who counts as staff on the RTSF? Timeslips?
- List all attendees, and be mindful of per diem thresholds.
What are the details about food being allowed? Concern for the removal of policy.
- See: Pcard Updates section above.
Does food need to be opened on a card in order to use?
- No action needs to be taken. You may make purchases immediately, if allowable.

Helpful Links
- Meeting Minutes & Meeting Agenda slide deck
  - http://purchasing.wsu.edu/PACmeetings.html
- Sole Source Equipment Guidelines
  - http://purchasing.wsu.edu/GeneralInformationaboutPurchasing.html
- Tax Exemption Certificate Form
  - http://public.wsu.edu/~forms/HTML/BPPM/00_Intro_and_Indexes/04.01_Forms_Index.htm#M
- How to find old unreconciled transactions
  - http://purchasing.wsu.edu/docs/reconciling-old-trans.pdf
- Handout on the Revised Prohibited Items List
  - http://purchasing.wsu.edu/docs/Prohibited%20Items%20Revision.pdf
- Contract Management System updates page
  - http://purchasing.wsu.edu/cms.html