Greetings,

This fiscal year will be challenging for all of us. Purchasing wants to make sure you get what you need when you need it. We ask that you help us streamline the purchasing process. These tips should also save the institution valuable resources.

- **Check GPC surplus property before you purchase**: There are several items available in surplus and if we don’t have it, we can check other state surplus property resources. The point of contact for Surplus Property is queenie.gamble@gpc.edu

- **Use State-Wide Contracts when available**: The average price on state-wide contract is lower than the open market. If you find a vendor price lower than the state-wide contract rate, please contact purchasing and we will request a waiver from the state. Most waivers are approved if there is a demonstrated savings. OfficeMax is the new contractor for office supplies. You will find significant savings with this new contract.

- **Open Market Purchases**: The bid threshold is now $25,000.00 effective July 1, 2012. All purchases at or above this threshold must be competitively bid. Please allow purchasing 30 days to process open market purchases. When purchasing from the open market and the purchase amount is estimated to be below the competitive bid threshold of $25,000.00, please shop and get at least three quotes for your product or service.

- **Plan**: Try to forecast your needs when possible and plan ahead. Planning allows you time to get quotes for better pricing and allows orders to be processed in a timely manner. This also gives purchasing time to deal with potential issues.

- **Use the Visa Purchasing Card**: The p-card significantly reduces administrative costs. The vendor is paid within days and you get what you need often the next day. Utilizing the p-card for your small dollar purchases also reduces the stress on the eProcurement system allowing us to serve customers with complex purchases. Contact mardina.woods@gpc for information on the P-Card Program.

- **Use the GA First Market Place**: The Market Place is available through the eProcurement module in PeopleSoft. The Market Place allows you to shop online for goods available on contract from over 60 suppliers. Shopping via the Market Place also reduces the stress on the purchasing department and the eProcurement system. Market Place purchase requisitions are dispatched electronically usually within 24 – 48 hours after approval and valid budget check.

- **Use eProcurement Special Requests**: Try to use the P-Card or Market Place before using this method. Special Requests require a buyer to review and source your purchase requisition. Special requests are processed in the order received and may take some time to process. Please allow 30 days in most situations.
• **Use Open Purchase Orders:** Open purchase orders are used in two particular situations. The first is when the state is obligated to pay for a product or service. The second is when the purchaser foresees multiple purchases to a specific vendor for a specific good or service. In both cases, the good or service must fit one five digit NIGP category code. Creating one open purchase order for the year instead of several throughout the year saves money. These purchase orders cause funds to be encumbered. Encumbered funds cannot be used for any other purchase other than the one designated. Once the services or goods are delivered a payment request is submitted for payment referencing the open PO number. The encumbrance is reduced appropriately. Following are open purchase order scenarios:

1. **Wireless Services**- Monthly bill to AT&T is $52.00 x 12 months. Submit an open purchase order for $624.00.

2. **Piano Tuning Services** – Piano tuning is charged by the piano and not by the hour. It costs $150.00 to tune a piano. Reviewing last year’s spending the department has determined they spend $10,000.00 on this service. They encumber funds for $10,000 on an open purchase order and indicate the charge per piano and any other details for the services.

3. **Uniform Services**-Plant has a service that picks up and cleans employee uniforms. Based on past spending reports, this service costs $300.00 a month X 12 months. Plant Operations creates an open purchase order for $3600.00.

• **Check Accounting String or Chart Fields or Chart String:** In order to prevent delays and budget errors make sure your accounting string is correct. Check with your departmental budget manager or look at your budget progress report to ensure you have the correct string and that there is money associated with that accounting string. Your chart fields may differ from what you used in FY 2012. If you have verified the correct accounting string and your requisition is still in error, please contact the budget office by emailing Jamie.Fernandes@gpc.edu.