



Fiscal Year End Memo

We are approaching the final quarter of our business year and it is time to plan for purchases that need to be accomplished with current fiscal year funds. In order to allow for sufficient time to complete the procurement, receipt, and payment cycle, requisitions should be received in Procurement and IT Procurement and Licensing Services (ITPALS) by the following dates:

April 12th: All purchases valued over \$50,000 except contract computer hardware. All purchases of furniture and vehicles of any value.

May 10th: All purchases valued under \$50,000 and all computer hardware of any value. Last day for P-card purchases to be applied to FY19 funds.

Procurement and ITPALS will continue to accept and act upon requisitions received after these dates. However, no assurance can be offered that the business cycle will be completed before the end of the fiscal year.

HokieMart: Purchase orders to outside suppliers may continue to be processed in HokieMart using Punch-out catalogs, contract suppliers, and non-catalog suppliers where the value is under \$10,000. The above cut-off dates do not apply if the goods/services can be received and invoiced prior to the final date for processing invoices. If goods/services cannot be received and invoiced by the final date, users must apply the accounting date of 7/1/19 to avoid an encumbrance against FY19 funds.

Other Important Dates

June 14th 5:00 PM: Anticipated final date for processing of invoices against FY19 funds.

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Compliance and Changes Related To Uniform Guidance

The Request for Waiver of Competition (Sole Source Justification) form has been updated for easier use.

Always go to the Procurement website to find the most current version. If using Chrome browser, make sure to clear internet history using the 'shift control delete' keys. This will ensure that the most recent form is loaded.

Next Cart: Look for updates on 'The Claw' due to changes in the Code of Virginia that become effective July 1, 2019.



eBay Purchases

Virginia Tech Procurement highly discourages the use of eBay due to the level of risk that can be associated with these transactions. Departments should contact the vendor to see if they will sell the goods directly to the university which bypasses the eBay risk. See [‘How Do I Buy...eBay Purchases’](#).



When considering an eBay purchase, it is important to remember the following:

- There is no recourse if the item is received damaged or is not in working condition, except eBay’s moderation between you and the seller. In such a case, there is no guarantee that the funds will ever be refunded.
- Many of these items come as-is with no warranty. See [‘How Do I Buy...Used Equipment’](#).
- There is the issue of the inability to claim sales tax exemption.
- There is the issue of fixed asset equipment tagging.
- eBay does not accept purchase orders. If the purchasing card is used, the purchase order terms and conditions that protect the university will not apply.
- The purchasing card holder must set up a separate account for university use only.
- The purchasing card holder must not store purchasing card information in the eBay account.

Is your vendor licensed with Virginia Tech?

Virginia Tech directs Learfield IMG College Licensing to oversee the contracting of producers in order to make goods bearing University marks available for retail sale to the public and protect the Virginia Tech brand. Learfield IMG College Licensing issues licensing agreements for a limited number of suppliers in each of a broad range of merchandise categories. Both the business and the individual products that business produces must be approved in advance and in writing through Learfield IMG’s online portal, Brand Manager 360; when so approved the business becomes a



"Licensee" and the individual products become "Licensed Products."

Any time a vendor produces merchandise bearing any Virginia Tech trademark in any form, a license is required. Remember, your vendor is utilizing Virginia Tech trademarks to make a profit. By not using a licensed vendor, you are compromising the Virginia Tech brand. All licensing funds go towards scholarships, so modifying any Virginia Tech mark or verbiage, Hokie(s), or HokieBird image to avoid these fees is not allowed.

For more information, please visit <https://vt.edu/brand/licensing.html>

Surplus Property and Auction Dates for 2019

Procurement Department/Surplus Property receives and sells surplus Virginia Tech property. According to [Policy 3955](#) "All university property that exceeds the needs of a department, such as duplicated, damaged, or obsolete furniture and equipment, is considered surplus property and must enter the surplus property disposal process." The Virginia Tech Surplus Property Office and Warehouse is located at 1425 South Main Street, next to Printing Services. The telephone number is 540-231-5660. The Surplus Warehouse is open to departments for official business on weekdays from 7:30am until 4:30pm, closed 12-1 for lunch.

The public is only allowed in the warehouse on Auction Preview days. Faculty and staff, who may be interested in searching out items for personal use, are invited to participate in the Public Auction process. Here is a list of future dates:

- May 4, 2019
- June 8, 2019
- July 13, 2019
- August 17, 2019
- September 21, 2019
- October 26, 2019
- December 7, 2019



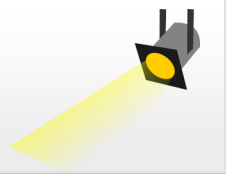
For more information about [Surplus Property](#) visit the website

Timely HokieMart Receiving Information For Departments and New Accounts Payable Automated Email Update

If you haven't made time yet ...just a reminder there is important information about 'Timely HokieMart Receiving' and the 'New Accounts Payable Automated Email' in the February 28, 2019 edition of [The Ledger](#).



**Procurement
Spotlight**



Reed Nagel, Buyer Senior/Team Lead



Reed is originally from Fairfax Station, Virginia. He made his way to Blacksburg to attend Virginia Tech where he majored in Economics and was a member of the Corp of Cadets. After graduation, Reed decided to make Blacksburg home for himself and his Lab named 'Lyra'. Speaking of the move he says, "(I) had to escape the traffic in Northern VA!"

His Favorite Sport: Football

His Favorite Food: Tacos

His Favorite Hobbies: Anything outdoors such as hiking, camping and off-roading.

My most amazing adventure was getting stuck on the top of Brush Mountain while off roading Ask me if you want to know more.

**From The Corp of Cadets
To
The Core of The Procurement Department**

He joined the Procurement Department in 2017 as a Buyer for Facilities. Reed is responsible for the procurement of construction between \$300,000 to \$3,000,000, of the Architecture and Engineering term contracts, and of the other assorted Facilities related term contracts. Reed has enjoyed his time working at Virginia Tech and looks forward to the future.

His Favorite Quote or Saying:

"Moral excellence comes about as a result of habit. We become just by doing just acts, temperate by doing temperate acts, brave by doing the brave acts."



Contract Corner

Contract Corner is used to provide new/ additional information on Contract Issues.

Update on Potential America To Go Catering Punch Out Catalog!



Virginia Tech Procurement appreciates the feedback from the survey in our last issue. Informational sessions and training on the new Punch Out catalog will be provided starting in May. We hope to go live June 1st if all goes well with testing. This punch-out catalog will include online menus and ordering options for Virginia Tech Dining's Personal Touch Catering Service and numerous third party (off campus) caterers used by campus departments.

Organizational Consulting Contracts

Procurement has awarded several Organizational Consulting contracts available for campus use. These contracts are in place to assist you with strategic initiatives you may need and include departmental organization consultants, academic consultants, strategic services consulting, process improvement, strategy and organization design, operating model design, leadership development, strategic coaching and empowerment consulting services. Contract summaries are available on the [Procurement Website Contracts](#) Information page. Contracts were awarded to these vendors:

- AASCU-Penson
- Accenture LLP
- Attain LLC
- B. Well, Live Consciously
- DeLoitte
- Empowering Leaders
- Ernst & Young
- Gallup
- Grant Thornton
- Hawkeye Business Solutions
- Huron
- Kennedy & Company
- KPMG
- Sibson Consulting
- Stonebridge Ventures
- Story & Structure
- The Clearing Group
- The Friday Group
- Thought Logic



Departments may contact the vendors for additional information and project specific pricing. For more information, please contact [Kimberly Dulaney](#), or call 1-8543.

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**Responsible for a new lab?
Looking for ways to save \$\$\$\$?**

Visit the How Do I By or Handle page and check out information on the [New Lab Startup Package!!](#)

**Your Friendly Reminder to join us at
16th Annual Laboratory Exposition
April 3, 2019 at the Inn at Virginia Tech
From 9:00 am—2: 15 pm**

For more information visit the [Lab Expo](#) event web-site.



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*Coming Soon
To A
Newsletter
near you...*



THE CART: 2019

New Look & More Informed...Stay Tuned!

The Cart is distributed on an “as needed” basis. We appreciate your input. Please email hokiemart@vt.edu with the subject line: The Cart Suggestions.

Tips for Adding Attachments to Purchase Requisitions (PR's) in HokieMart

Where to attach

Attachments which need to be sent to the vendor should always be attached under the heading "External Notes and Attachments" rather than at the line item or form level including PRs to internal VT departments.



Attach only once

Do not attach the same document in multiple external attachment locations (i.e., external attachment, line item attachment, and form attachment). This impacts the ability to distribute the purchase order to the vendor because there are limits to the **size** of attachments which can be emailed.

What are the size limitations?

Maximum of 10 attachments:

Maximum size for an individual attachment is 10MB.

Maximum size for ALL attachments is 10MB.

Example: two attachments, one 5MB and one 6MB. This purchase order will not distribute to the vendor because the attachments together exceed 10MB.

Punch Out Vendors

Remember punchout vendors are electronic and cannot read or receive attachments.

Print Services Purchase Orders

Many attachment issues with size occur with VT Printing Services purchase orders. If the attachments exceed the limitations noted above, deliver the attachments to the VT Printing Services drop box at <https://www.hightail.com/u/PrintServices-Dropbox>. Please notate the purchase order number on the attachment since the purchase order will be delivered by HokieMart separately.