

THE CART

What's happening in Procurement at Virginia Tech

April 2023

Small Purchase Credit Card Program

Virginia Tech's Pcard program is managed out of the Procurement office. The intention of the Pcard is to support purchases in the rare cases where a supplier has confirmed that they will not accept a Purchase Order and you cannot find an alternate supplier, or to make purchases in an emergency situation.

Purchase Orders are always the preferred method of payment, because of the additional protections that our associated Terms & Conditions provide the University.

A summary of answers to a number of questions we routinely get asked is below.

- Bank of America encourages electronic statements. They can be found on the Global Card Access website.
- The Pcard is not meant to be used while in travel status. This card is specifically to support purchases of goods and services, rather than travel.
- Catering is not allowed on the Pcard. Please use the America To Go punchout for catering needs.
- All Pcards are capped at a \$2K transaction limit. Any attempts to get around transaction limits without approval from Procurement are considered a split charge and against university financial policies. Working through procurement, there is a process to review, approve and accommodate lifts or exceptions when necessary.
- All lifts and exception requests are reviewed prior to approval. At times these reviews require a buyer to attempt to source an item from a HokieMart supplier, a review from the Travel Supervisor, or a review from the Department of Environmental Health & Safety. Please allow 48 hours for all exceptions to be processed prior to sending a follow-up request.
- In support of the low-risk, low-cost software acquisition program, the university Pcard may be used to purchase software that has received approval through that program's portal. Recurring charges for software subscriptions approved as low cost and low risk will be allowed on the pcard but must not exceed a purchase price of \$10,000 on a one-time or annual subscription basis. The cardholder is responsible for canceling recurring charges when they leave their position, or when the software is no longer needed. Department procedures for off boarding employees who are pcard holders must include assuring all repetitive charges for ongoing services are transferred to another valid pcard holder or are cancelled. (Cont'd on Page 3 P-cards)

www.procurement.vt.edu

TABLE OF CONTENTS

- 1| [Small Purchase Credit Card Program](#)
- 2| [Top 7 Reminders for a Successful Surplus Item Pick-Up, SWaM Vendor Spotlight: Fobbs Quality Signs Inc](#)
- 3| [The Home Depot Punchout Orders, PILOT Program Starting: Foundation Paid Catering Events, New Hokiemarkt Upgrade](#)
- 4| [Helpful Information for Customs Broker Interactions](#)
- 5| [Procurement Spotlight: Deborah Lowe](#)
- 6| [Start Planning Now for End of Fiscal Year](#)

Top 7 Reminders for a Successful Surplus Item Pick-Up

1. Submit your surplus request form early. Departments are served in the order for which their requests are received in to the VT Surplus Property Warehouse.

<https://surplus.vpfin.vt.edu/Default>

2. The timeframe right after spring graduation is the busiest time of the year for VT Surplus Property Team. Put your requests in now! Don't wait until a week before you need a pick up to submit your request and especially if it is during the weeks/months following spring commencement.
3. It is the responsibility of university departments to assure all computer hard drives are free of all data and software before they are transferred outside of the department. Before sending to Surplus Property any components that contain a hard drive, be sure the data is wiped as a precaution. A final data cleanse and inspection of the equipment will happen in Surplus Property by trained IT staff before any equipment is sold or destroyed through the surplus process.
4. Utilize the comment section of the request form to provide additional instructions or directions regarding pickup arrangements. This supplemental information might include any days of the week the departmental point-of-contact may not be available or not be on campus to meet Surplus personnel. This information will eliminate situations where surplus schedules the pick-up and it must be cancelled because there is not staff available to be there when surplus arrives to pick up items.
5. Take time to clearly mark all items to go to surplus with painters' tape or a sticker labeled "Surplus".
6. It is always permissible to remove items from a surplus request form but the staff cannot "add" items at pickup. If you are trying to add items to an already submitted request form, you must start a new form and a new pick up date will be scheduled. The staff may not pick up any item that hasn't been submitted and approved through the request form.
7. Surplus asks departments to "do the little things" to make a surplus pick up more efficient. Communication and clarity on the request form is always key to a successful pick up of surplus items.

SWaM Vendor Spotlight: Fobbs Quality Signs LLC

Fobbs Quality Signs LLC is a small minority business going into our 5th year of operations. We are licensed in eight states as Disadvantaged Business Enterprise (Virginia, South Carolina, North Carolina, Maryland, Wisconsin, and Texas, with Georgia and Florida certifications pending approval). We supply materials to cities, counties, municipalities, construction companies, colleges/universities, military bases, paving and striping companies, and departments of transportation to the above-mentioned states with DBE certification.

Fobbs Quality Signs' goal is to be the premier quality sign company in the U.S. We will achieve this goal by installing sign projects that are high quality, competitively priced, and exceed clients' expectations. We offer a high level of customer service which our clients have come to expect. Feel free to [contact us](#) today for a consultation.



P-cards

continued from page 1...

- For new accounts being set up with Mechanical Turk and Turk Prime, a recurring charge placed on a university pcard will now be allowed. As above, the cardholder is responsible for canceling recurring charges when they leave their position, or when the software is no longer needed. Department procedures for off boarding employees who are pcard holders must include assuring all repetitive charges for ongoing services are transferred to another valid pcard holder or are cancelled.
- Telecommunication devices are not allowed on the Pcard in order to comply with Federal guidelines.
- Reconciliations need to be completed by the 10th of each month. They are not considered completed until all approvals are finalized.

PILOT Program Starting: Foundation Paid Catering Events

Procurement and the Controllers Office is launching a pilot program to help process payments for foundation paid catering events through standard America To Go punch out ordering processes.

The new program will allow even those events being 100% paid for by a department's foundation funds to still follow the ordering process through HokieMart.

If your department is interested in participating in this pilot program, please reach out to Stacy King (kings@vt.edu).



The Home Depot Purchase Orders

Home Depot is no longer fulfilling orders submitted via purchase orders from the university. The Home Depot's hosted catalog and its supplier record for non-catalog orders have been removed from HokieMart effective 3/9/23. Departmental p-card holders can still purchase from Home Depot via their p-card within their card spend limit. This would apply to over-the-counter purchases or purchases through the Home Depot retail website.

The following Hokiemarkt Punchout Catalogs represent alternative vendors with similar product lines:



Any questions regarding The Home Depot can be directed to hokiemarkt@vt.edu

New Hokiemarkt Upgrade

The latest 23.1 upgrade to HokieMart is live! The upgrade includes a minor change to the size of the attachments box, as well as a new feature allowing users to copy detailed accounting information from one line to others in the same cart.

If users have detailed funding information onto a line item that is different than the main header funding, and they want to copy that detailed information to other line items in the same cart, they can follow the steps outlined on our [HokieMart Latest Updates](#) webpage.

Any questions about these new features available in HokieMart can be directed to hokiemarkt@vt.edu.



DID YOU KNOW?

Helpful Information for Customs Broker Interactions

If you or your department will be ordering from international suppliers, you will likely interact with the University's customs broker AirSchott. AirSchott is a compliance focused broker and helps assist the University in ensuring all international shipments have the appropriate documentation required by US and foreign customs. As a result, AirSchott will often require additional information be provided pertaining to the items in the shipment such as their intended use and origin.

Specifically, on orders shipped from China, end-users can expect to receive questions such as what province the shipment was manufactured in and whether forced labor was used. While this information may not be readily available, it is required for compliance with the UFLPA (Uyghur Forced Labor Prevention Act). In the event that a department is presented with these questions, we recommend seeking any answers you're not sure of from the seller.

End-users can be reassured that when placing a purchase order through HokieMart, you are placing your order with a vendor that has been screened and approved by Procurement. In order to mitigate risk, all international orders should be placed via this method.

Hands On Training for HokieMart Requestors Now Being Offered:



- April 26th 2023 (Zoom)
- May 31st 2023 (In Person)
- July 26th 2023 (Zoom)
- Aug 30th 2023 (In Person)
- Sept 27th 2023 (Zoom)
- Oct 25th 2023 (In Person)
- Nov 29th 2023 (Zoom)

Registration Required through [PageUp](#)

UPCOMING EVENTS

ABC's of Procurement Part 1 Sign Up on [PageUp](#)

ABC's of Procurement Part 2 Sign Up on [PageUp](#)



Have Suggestions?

Tell us how we are doing by using the link below:

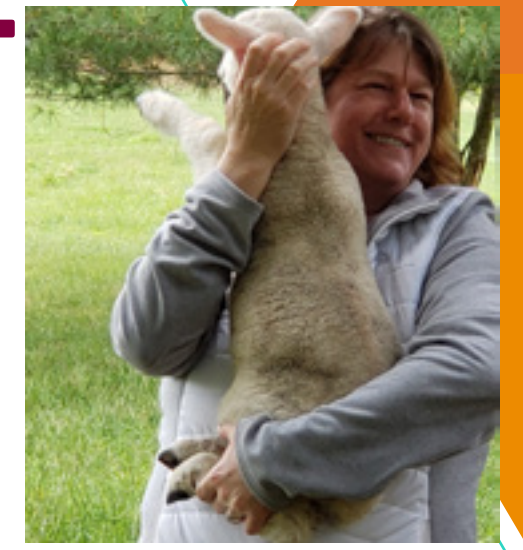
[Give us your feedback](#)

PROCUREMENT SPOTLIGHT

Name: Deborah Lowe
Nickname: Deb
Years at VT: 10 months
What are your main duties/commodities: Business Operations Assistant for Procurement. Assist Director and other members of leadership team in preparing presentations. Perform routine departmental operations duties such as cash handling, oversee fixed assets and key records, and planning of departmental meetings and events. Development and updates of Procurement training materials. Serve as intake for HokieMart Help Desk and address tier 1 questions/issues. Assist with answering the main Procurement phone line and greet visitors. Assist with change orders and releasing encumbrances.

Favorite Sport to Watch: NFL
Favorite Sport/s to Play: Volleyball
Favorite Team: I like Kansas City because I really like Patrick Mahomes, he seems to really give it his all, and he seems to be a great team player with good sportsmanship conduct.
Favorite Holiday: Thanksgiving
Favorite Food: Italian, especially pasta
Favorite Item from Starbucks: Iced Lemon Cake
Favorite Animal: Dogs & Cats
Current Pet/s: 2 cats who are brother (Jasper) and sister (Jasmine)
Hobbies or what do you do in your spare time: Go walking, out to eat, craft shows, go to the Aquatic Center, domestic chores, see

movies, anything entertaining, and all with my husband. I also volunteer at my church with the Helping Hands Pantry.
Organizations or Committees you belong to: VP for Finance Inclusion & Diversity Committee, Awards & Recognition Ceremony, Community Service, Employee Shout-Outs, and the Colleague Connection program.
Animal I would like to have one day: Bengal Cats, Australian Shepherd
Favorite Movie: Fried Green Tomatoes
Favorite Book: The Tommy Knockers by Stephen King
Favorite TV Show: Blue Bloods
Talents your proud of: Making people laugh, the ability to talk to anyone and strike up a conversation with them. Being thoughtful, empathetic, sympathetic, and making people feel special. I am also proud of my writing, as I love to do it, and it comes naturally to me.
What accomplishment are you most proud of: Going to College as an adult and learning new things. Being married for 28 1/2 years.
What amazing adventure have you had: Driving to Massachusetts with my husband to see some friends. It was an amazing drive, and we also went to Rhode Island and had wonderful lobster rolls, and went on a boat ride. We had a great time, and we were there for a week. I have flown there as well with a friend to stay with the same friends, and I absolutely love it up North (which being a country girl I never thought I would say that)



the beaches are cold, but finding sea glass and treasures on the shore is beautiful and awesome. The seafood there is so fresh, and cheaper than down south.
What are you most thankful for: My Amazing husband, family, friends, health, and awesome co-workers.
If you had to pick one word to describe yourself, what would it be: Happy
Who is your biggest role model: My Grandparents
Which three people living or dead would you invite to dinner: Jesus, my cousin Mark, and Mark Twain
What is your idea of a perfect vacation: Sitting on a beach with an Umbrella, chairs, snacks, drinks, music and my husband beside of me.
Mountains or Ocean: Ocean
Summer or Winter: Summer
City or Country: Country
Favorite Quote or saying: " Anger is an acid that can do more harm to the vessel in which it is stored than to anything on which it is poured." Mark Twain
What is your favorite Phone App: Spotify
Where are you from and where all have you lived: Radford, VA, Christiansburg, Floyd, and Riner

Start Planning Now for End of Fiscal Year

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 15th:** All purchases valued over \$200,000 except contract computer hardware. All purchases of furniture and vehicles of any value. Especially noted are those purchases being funded with SCHEV/Equipment Trust Fund Funding.
- **May 12th:** All purchases valued under \$200,000 and all computer hardware of any value. 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. This is also the last day for p-card purchases to be applied to FY23 funds.
- **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 with the exception of software. All software not qualifying for the low-cost low-risk purchasing program must be reviewed via ITPALS ServiceNow prior to purchase. 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 prior to the final date for processing invoices, users must apply the accounting date of 7/1/23 to avoid an encumbrance against FY23 funds.
- **June 16th:** Anticipated cutoff date for Accounts Payable processing of payment of invoices against FY23 funds.