



Preparing For Fiscal Year End

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 Acquisitions by the following dates:

April 15th: All purchases valued over \$50,000 except contract computer hardware. All purchases of furniture and vehicles of any value.

May 13th: All purchases valued under \$50,000 and all computer hardware of any value. Last day for P-card purchases to be applied to FY16 funds.

Procurement and IT Acquisitions 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, hosted catalogs for contract suppliers, contract suppliers, and non-catalog suppliers where the value is under \$2,000. 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 7/1/16 to avoid an encumbrance against FY16 funds.

Other Important Dates

June 17th: Anticipated final date for processing of invoices against FY16 funds.

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Conflict of Interest Rules Apply to the Purchase of Goods and Services

The Commonwealth's "State and Local Government Conflict of Interests Act" applies to all employees of the University regardless of position and outlines the acceptable practices of doing business with related parties and avoidance of receiving gifts in exchange for business.

Several key components of this law and related university policies are:

- The purchase of goods and services by the university from a business or entity owned by an employee of the university, or by a member of the employee's immediate family, is a prohibited conflict of interest under state law. The conflict exists even if the purchase is being made by a department/unit other than the employee's home department. A business owned by an employee's spouse or immediate family member is barred from doing business with Virginia Tech to prevent any perception of inappropriate favoritism. Single one-time purchases valued less than \$500.00 are exempt from this requirement.

(Continued on p. 2)

Conflict of Interest Continued

- Employees shall not solicit nor accept gifts from vendors, bidders, offerors, contractors, or sub-contractors. Giveaways at trade fairs or conferences which are available to all participants are acceptable.
- The responsibility for adhering to the law regarding conflict of interest rests solely on the employee.

An employee of Virginia Tech with any responsibility relating to the purchase or payment for goods and services on behalf of the University is expected to understand the law relating to conflict of interests. An employee with an immediate family member who owns a business is responsible for understanding the laws relating to a potential conflict of interest.

Below are links to the Conflict of Interest Act and a listing of relevant university policies relating to conflict of interests:

State and Local Government Conflict of Interests Act

<http://law.lis.virginia.gov/vacodepopularnames/state-and-local-government-conflict-of-interests-act>

Governor McAuliffe Executive Order Two: Prohibition of Certain Types of Gifts

<https://governor.virginia.gov/media/3383/eo-2-personnel-directive-prohibiting-the-receipt-of-certain-gifts-establishment-of-executive-branch-ethics-commission.pdf>

University Policy 13010, Individual Conflicts of Interest and Commitment

University Policy 12115, Reporting Gifts-in-Kind to the University

5 Things to know when submitting a Purchase Requisition over the \$2000 Departmental Purchasing Delegation

- 1) After proper approvals a purchase order (PO) is not automatically issued. Instead the Purchase Requisition (PR) is routed to the Procurement Department for a buyer to issue the PO. If you have questions contact a buyer who orders the commodity you are purchasing to seek guidance on the procurement process.
- 2) Every PR is given eight digit numerical number. When a PR is routed to the procurement department, with this PR number, an External Req Number is issued. This number will start with an R followed by a 7 digit number, and is referred to as the "R Number." This R number is located in the General Block of the PR. It is helpful to have the R number available when communicating with the Procurement Department.
- 3) Procurement Department order turnaround time can depend on many things. The current volume of orders, the nature of the commodity, and the overall complexity of the procurement.
- 4) You can speed up the order process time in the Procurement Department by attaching all order information and specifications. Include a sole source form when necessary, and any quotes or other information you may have received from vendors.
- 5) Set up your HokieMart profile to deliver notifications to you. Choose the **(PO Workflow Complete/PO Created)** option so you will know when the buyer has issued your PO.

*****SAVE THE DATE*****

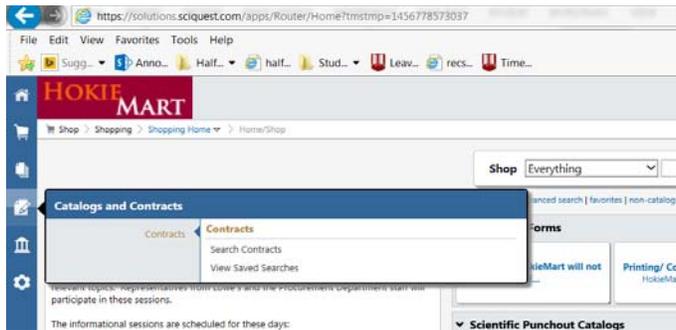
September 7, 2016

The Supplier Diversity SWaM Vendor Fair
The Inn at Virginia Tech

How To Locate A Contract

It is a preferred best practice to source using contracts whenever possible. In general, contract pricing is more favorable than non-contract pricing and supplier service is more reliable. Did you know that currently there are 785 contracts available for use across campus.

You can locate contracts through HokieMart. On the contracts screen, there is a handy search feature. Click on the words in the upper right corner “Advance Search” to open the search options.



Contract Type	Total
Virginia Tech Term Contract	412
VIT (Computer Purchasing)	16
Cooperate Term Contract	34
State Contracts	79
Unencumber Blanket	162
GPO	35
VASCUPP Contracts	21
Capital	26
Grand Total	785

Another way to locate contracts on the Procurement website under Info for Departments. Here you can find State Contracts, contracts written specifically for Virginia Tech and Cooperative Contracts that are available to colleges and Universities across the state of Virginia.



Take some time to review these two areas. You just might be able to find what you need through a contract at reduced cost.

Any contract listed in the website is available for your use unless it is annotated otherwise. Keep in mind that due to the nature of some contracts, not all are visible, through HokieMart or on the Procurement website.

If you have a question about a specific contract, contact the buyer handling the particular commodity.

Visit our Staff Directory page:

<http://www.procurement.vt.edu/Department/phone.html>

Think HokieMart! Think Contracts! Think Savings!

Surplus Property Pick-Up Request Form Is Now Automated

Departments are encouraged to use the new Surplus Property website now. There has been a lot of positive feedback on the system with most users looking forward to a completely automated system. The old paper form will not be accepted after May 1, 2016 when submitting items to Surplus Property.

Simply:

1. Go to <https://surplus.vpfin.vt.edu> to bring up the form.
2. Fill in the online form, print it and then press the submit button at the bottom of the form to transmit the form electronically.
3. Cut off the bottom of the form and attach it to the item.
4. The form should be signed by an authorized person and then sent to Surplus Property (0359) for item pickup.

If you have questions about Surplus, contact: Ron Barrett (ronald@vt.edu).

If the item is "Federally funded" or "private owned" call or email Becky Saylor 231-6049 (saylorb@vt.edu).

VirginiaTech Surplus Property Report Form

Instructions Support

Surplus Property Details

Organization Code* Organization Description

Virginia Tech Asset Number* Description*

VI N/A

Manufacturer Model Serial Number

Quantity* Estimated Value* Condition

1 \$ 0 Good

Additional Details

Location of Surplus Property / Contact Information

Building* Room*

Person to see for pickup* Contact Phone*

Name of Authorized Signatory*

Submit

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Contract Administrator Training

You, as a contract administrator or user of a Virginia Tech contract, have certain responsibilities. This class will give you an overview of what is expected as a contract administrator or contract user. It will also give you the opportunity to clarify any information regarding Virginia Tech contracts.

This class will be offered on a quarterly basis. The next class is scheduled for April 21, 2016 from 9:00-11:30. Anyone using our contracts will benefit from this class. Please register using the UOPD website: www.training.vt.edu. Using the Alpha index, the class is listed under Contract Administrator Training.

Contract Corner

The Contract Corner is used to provide new/additional information on Contract

More information to follow
in the next issue.

2016 Surplus Property Auction Dates:

- April 9, 2016
- May 21, 2016
- June 18, 2016
- July 16, 2016
- August 20, 2016
- October 1, 2016
- November 5, 2016
- December 3, 2016

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.