

DEPARTMENT OF PROCUREMENT

Accounts Payable, Purchasing &
the Office of the Director

PROCUREMENT TRANSFORMATION

In July 2011, we announced the beginning of a Procurement Transformation. Throughout the past year we have been contacting the departments across campus to develop a plan of action to address areas requiring improvement.

The Goal is to correct deficiencies and expand the level of service that the Department provides to Messiah College.

HERE IS A LIST OF AREAS THAT WE'VE IDENTIFIED
WITHIN PURCHASING & ACCOUNTS PAYABLE
THAT ARE UNDER REVIEW
FOR UPDATES TO PROCESS AND PROCEDURES:

- *UPDATED PURCHASING CARD PROGRAM**
- *UPDATE PURCHASING POLICY**
- *REVIEW & EXPAND ON BANNER FUNCTIONALITY**
- *CREATE DESK REFERENCE OF PROCEDURES**
- *WORKSHOPS FOR ALL AREAS OF PROCUREMENT**
- *EXPAND VENDOR REGISTRATION PROGRAM**
- *REVIEW COMMODITIES TO IDENTIFY NEEDED CONTRACTS**
- *PROCUREMENT GOING GREEN (PAPERLESS THRU IMAGING)**
- *INCREASE ACH WITH VENDORS**
- *INTRODUCE A VENDOR DIVERSITY PROGRAM**

UPDATED PURCHASING CARD PROGRAM

- * NEW PROGRAM BEGINNING JULY 2011
- * UPDATED P-CARD POLICY

THIS NEW PROGRAM WILL PROVIDE MESSIAH COLLEGE WITH:
BETTER REBATE PROGRAM
IMPROVED SYSTEM FOR ALLOCATING TRANSACTIONS
HIGHER LEVEL OF CUSTOMER SERVICE FROM PROVIDER
OPPORTUNITY TO CREATE AN ALL OVER IMPROVED PROGRAM
SCANNING RECEIPTS FOR REIMBURSING EMPLOYEE EXPENSES TO BE E-MAILED FOR PROCESSING

UPDATE PURCHASING POLICY

*UPDATE THE PURCHASING POLICY

*REVIEW OF ALL PROCUREMENT POLICIES CURRENTLY IN PLACE

*THE OBJECTIVE IS TO MAKE NECESSARY ADJUSTMENTS SO THAT YOU, THE END USERS, FIND ACHIEVING YOUR EVERYDAY PROCUREMENT NEEDS SIMPLIFIED, STREAMLINED AND EFFICIENT.

*SUGGESTIONS, COMMENTS AND REQUESTS ARE BEING ACCEPTED

***PLEASE KEEP IN MIND THAT WE WILL BE UPDATING POLICIES BASED ON THE STANDARD NOT THE EXCEPTIONS!

REVIEW & EXPAND ON BANNER FUNCTIONALITY

*BANNER CONSULTANT HIRED

*IT DETERMINED

*UPDATES ARE NEEDED

*E-PROCUREMENT SOLUTION

*IF E-PROCUREMENT IS NOT A POSSIBLE SOLUTION WE WILL BE RE-TRAINING ALL END USERS TO ENTER REQUISITIONS INTO LIVE BANNER INB

*FURTHER DETAILS FORTHCOMING

CREATE DESK REFERENCE OF PROCEDURES

THIS GOAL WILL BE DETERMINED BY THE DIRECTION OUR BANNER
VS. E-PROCUREMENT TAKES

*A DESK REFERENCE GUIDE WILL BE CREATED

*DISTRIBUTED DURING THE PROCUREMENT WORKSHOP

*YOUR HELP IS NEEDED

WORK SHOPS FOR ALL AREAS OF PROCUREMENT

*WE HAVE RECEIVED MANY REQUESTS FROM CAMPUS END USERS REQUESTING TRAINING, WHETHER REFRESHER OR NEW USER, WHICH HAS LEAD TO INCLUDING THE CREATION OF VARIOUS WORKSHOPS TO THE GOALS OF THE DEPARTMENT OF PROCUREMENT

WORKSHOPS WILL CONSIST OF:

- *PROCUREMENT 101
- *REQUISITIONER & RECEIVER TRAINING
- *APPROVER TRAINING
- *VENDOR RELATIONSHIP MANAGEMENT
- *CONTRACTING KNOW HOW'S
- *PURCHASING CARD
- *BACK GROUND CHECKS...AND MORE

EXPAND VENDOR REGISTRATION PROGRAM

*ALTHOUGH WE DO CURRENTLY HAVE A PROCESS IN PLACE FOR DOING BUSINESS WITH VENDORS, IT WOULD BENEFIT US ALL IF THERE WAS A PROGRAM THAT PROVIDES A SYSTEMATIC APPROACH TO REGISTERING AND MAINTAINING VENDORS THAT WE DO BUSINESS WITH

THIS PROGRAM WILL INCLUDE:

- *NEW VENDOR REGISTRATION FORMS
- *W-9 SUBMISSION
- *ACH PROGRAM FORMS
- *CONFLICT OF INTEREST POLICY
- *CONFIDENTIAL INFORMATION AGREEMENT
- *DIVERSITY BUSINESS IDENTIFICATION
- ...AND MORE

REVIEW COMMODITIES TO IDENTIFY NEEDED CONTRACTS

*TO OBTAIN SAVINGS AND AVOID UNNECESSARY COSTS

*USE CAMPUS WIDE LEVERAGE

*YOU MAY BE ASKED TO PARTICIPATE IN PANEL DISCUSSION OR POSSIBLY TO BE A PART OF A TEAM THAT WILL MAKE THE BUYING AND CONTRACTING DECISIONS

CONTRACTING CAN BE COMPLICATED AND SOMETIME SEEM OVERWHELMING, BUT WE CAN ACCOMPLISH THIS TOGETHER

INCREASE ACH WITH VENDORS

- *ACH PROVIDES AN ELECTRONIC PAYMENT TO VENDORS
- *REDUCING THE AMOUNT OF CHECKS WE PRINT
- *REDUCES PAPER
- *NEEDED INK
- *REDUCING PROCESSING TIME

INCREASING VENDOR PARTICIPATION WITH THE ACH PROGRAM ALSO DECREASE THE AMOUNT OF TIME THAT VENDORS WAIT TO RECEIVE THEIR PAYMENTS

- *HOWEVER, KEEP IN MIND THAT OUR STANDARD PRACTICE TO ACCOMMODATE CASH FLOW IS TO PAY VENDORS WITHIN THEIR ESTABLISHED PAYMENT TERMS – MOST CASES PAYMENT TERMS ARE 30 DAYS
- *SOME VENDORS PROVIDE A DISCOUNT IF PAID EARLY WE MAKE EVERY EFFORT TO ACHIEVE THESE DISCOUNTS

PROCUREMENT GOING GREEN (PAPERLESS THRU IMAGING)

THE DEPARTMENT OF PROCUREMENT PROCESSES A LARGE AMOUNT OF PAPERWORK

WE HAVE SET A GOAL TO REDUCE THE AMOUNT OF PRINTING AND SHUFFLING OF PAPER TO AND FROM THE DEPARTMENT

WE HAVE ALREADY BEGUN THIS PROCESS BY IMAGING AS MUCH INFORMATION AS POSSIBLE SO THAT THE INFORMATION IS AVAILABLE IN BANNER

WE ARE OPEN TO SUGGESTIONS, COMMENTS OR ASSISTANCE IN THIS AREA AS WE BELIEVE THERE ARE EVEN MORE WAYS WE CAN BECOME MORE GREEN!

IN CLOSING

THE DEPARTMENT OF PROCUREMENT APPRECIATE YOUR PATIENCE AND PARTICIPATION THROUGHOUT THIS TRANSFORMATION

WE CAN NOT ACCOMPLISH THIS WITHOUT YOU AND YOUR SUPPORT!

QUESTIONS? PLEASE CONTACT US!