



Purchasing Newsletter

VOLUME 1, ISSUE 5

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SPECIAL POINTS OF INTEREST:

- **Print Management Program**
- **Procurement Career diversity Internship**
- **Why Use LoboMart?**

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Print Management

Interested in reducing costs and improving efficiency? How about protecting your electronic data?

The Purchasing Department/University Services is looking for departments who are interested in assessing their current print environment to discover ways to create a more

cost-effective, document-handling strategy, possibly using *existing equipment*.

Reasons to participate:

- Reduce costs and improve efficiencies
- Increased Security
- Streamline and/or centralization of processes
- Anticipate service and supply issues
- Digitize and improve

your business processes

- Reduce energy usage, your carbon footprint and solid waste output across the office.

Please contact Debra Fondino at dfondino@salud.unm.edu or Michelle Albro at malbro@salud.unm.edu to make inquiries or for participation.

Why Use LoboMart?

We all know that in order to submit a Purchase Requisition, you have to use LoboMart, and many of you also use LoboMart for your PCard orders to our punchout vendors, but some Cardholders still avoid using LoboMart for those PCard orders. This month, we'd like to highlight some of the benefits of LoboMart—to you, your department and the University as a whole.

Reason number one: Convenience. There is only one place you can go for access to multiple contracted vendor's web sites.

Login to LoboMart once and you can shop for lab supplies, office supplies, computers, even MRO items.

Reason number 2: Pricing. Yes, you can get contracted pricing outside of LoboMart, but from what we've seen it can be hit or miss. When you're shopping on a punchout site, you're guaranteed to get UNM's discount.

Reason number 3: Record Keeping. When you make your PCard purchases

through LoboMart, there is a record of exactly what items you ordered, the date and the cost. This is a great resource for you when you are filling out your PCard log. It also assists us with spend analysis.

Purchasing would like to encourage PCard holders with LoboMart access to use the system if they aren't already. If you are a Cardholder and don't have access, you can always add it through the BAR.



Do you have a comment or question for the newsletter? Email us!

PURCHASING
NEWSLETTER

Procurement Career Diversity Internship

The office of African American Affairs for the State of New Mexico is now offering a Procurement Career Diversity Internship Program. This program offers interns the opportunity to gain experience in procurement and benefit from mentoring by an experienced Procurement professional. The procurement areas interns study are:

- Purpose and responsibilities of procurement and its strategic function within an organization;
- Developing an awareness/understanding of financial and legal ramifications;
- Developing an understanding of how purchases are initiated, processed and completed;
- Negotiation techniques;
- Essentials of contract law;
- Principles for justifying costs;
- Development of specifications;
- Business ethics;
- Fiduciary duties and responsibilities;
- Identifying and evaluating suppliers and contractors;
- Differences between public and private procurement.

UNM Purchasing is proud to announce that Ephraim Colbert has been awarded an internship with the University and will be mentored by Tom Weeks, Associate Director of Purchasing. Please join us in congratulating Ephraim on his program internship!

Where Can I go for Help?

As outlined in VP for HSC/ UNM Finance & University Controller Ava Lovell's October memo to all departments, Financial Services has had to reduce budget and staff. Due to this reduction, Financial Services has been forced to eliminate some services, notably the FSSC. Now that the FSSC is no longer available, where can you go for help with Purchasing? Luckily, there are still several resources available to help you get your questions answered.

The FSSC's website is now known as the Financial Services Resources site. The url remains the same, you can find them at <http://www.unm.edu/~fssc>. The site is where we post all of our training materials, from job aids and participant guides to Banner bytes.

Don't forget about FastInfo, located at <http://fastinfo.unm.edu>. You can still search for answers to commonly asked questions here.

If you need to speak to someone about a purchasing issue, you can contact us by phone or email. Our staff listing can be found at <http://www.unm.edu/~purch/staff.html>. We'll get you an answer as soon as we can.

Bottom line, things have changed due to the budget cuts we're all experiencing, but we are still committed to assisting you with your procurement needs.

Procurement Audit

In our last issue, we talked to you about our new Spend Compass tool. Now that the project is really up and running, we're beginning a project to provide depart-

ment specific information to assist you tracking where your purchasing dollars are going and identifying savings opportunities. If you're interested in having us take a

look at your department's purchasing habits and helping you to find areas where you can save dollars, contact Amie Ortiz at aortiz@unm.edu.

Early Check-In Fees, Allowable?

With the expansion of the University's PCard program to include travel and the recent increases to fees charged by airlines, there is some confusion about what fees are allowable on PCard.

Baggage fees are allowable on PCard, and can be reimbursed to those travelers who pay out of pocket. However other fees, like Southwest's Earlybird

Check-In, are not allowable on PCard or for reimbursement. If you have any questions about a particular fee an airline or hotel charges, contact your PCard Representative. PCard Reps are assigned by last name.

Cardholders with last names beginning with:

A-Go contact Vincent Hernandez at 277-1377 or

vincenth@unm.edu

Gp-M contact Angela Prieto at 277-1770 or angelap@unm.edu

N-Z contact Julie Adams at 277-1789 or romerojj@unm.edu

Purchasing Department

MSC01 1240

1 University of New Mexico
Albuquerque, NM 87131-0001

Phone: 505-277-2036

Fax: 505-277-7774

E-mail: purch@unm.edu

Website: www.unm.edu/~purch

What Do You Think?

We'd love to hear your feedback on our Purchasing Newsletter. What kind of information would you like to see in future issues? We want this to be useful to you, so please send your comments and/or suggestions to aortiz@unm.edu.

Thanks for reading!