TRAINING

Financial Administration Procedures and Document Processes

LOCATION: Harrington Science Bldg.  TIME: 1:30 pm

➢ Procurement, Contracts and State of Texas HUB Program
➢ Purchasing Methods: Exempt (E-Doc), Limited (L-Doc), Requisition (R-Doc) and Departmental Receiving

UPCOMING 2014 TRAINING DATES
provided twice monthly

April 16th
May 2nd and May 16th
June 3rd and June 17th
July 2nd and July 16th
August 4th and August 18th

PROCUREMENT OFFICE

Prairie View A&M University (PVAMU) employees involved in the procurement of goods and services have a responsibility to uphold State of Texas procurement laws, Texas A&M System policies, and University procedures, and to serve the best interests of PVAMU.

Procurement Services Staff are responsible for providing support to University departments by procuring requested goods/services in the most efficient manner, and at the best value to the University.

In accordance with Texas Government Code 2161, state agencies, including agencies of higher education, shall make a good faith effort to utilize Historically Underutilized Businesses (HUBs) when purchasing goods and services.

Purchasing Guidelines

Except for approved procurement card purchases, E-Doc, and L-Doc purchases, employees are not to commit/authorize the purchase of any good or service without an approved purchase order. *Ordering departments must provide L-Doc # to the vendor. If the vendor requests a written purchase authorization, an L-Doc Screen Shot must be sent to the vendor (FAMIS Screen 278).

PVAMU Administrative Procedures
25- Expenditure of Funds
PVAMU UAP 25.07.03.P0.01
Acquisition of Goods and/or Services

RESOURCES for UNIVERSITY DEPARTMENTS
http://www.pvamu.edu/procurement/

FAMIS Services – User Manuals and Updates
http://www.tamus.edu/offices/famis/

Expense Object Code Search
http://apps.system.tamus.edu/objcodes/

Procurement Card Services
http://www.pvamu.edu/fsrv/pro-card-services/

PURCHASING METHODS
Order of Precedence

<table>
<thead>
<tr>
<th>PURCHASE TYPE</th>
<th>CHARACTERISTICS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROCUREMENT CARD</td>
<td>Fast flexible purchasing method for processing limited dollar amounts;</td>
</tr>
<tr>
<td>(PRO-CARD)</td>
<td>establishes a more efficient, cost effective method for delegated purchases</td>
</tr>
<tr>
<td></td>
<td>and payment</td>
</tr>
<tr>
<td>EXEMPT (E-DOC)</td>
<td>May be used for any $ amount; Items purchased are exempt from PVAMU purchasing</td>
</tr>
<tr>
<td></td>
<td>requirements; Vendor is predetermined; Purchases must align with Exempt Object</td>
</tr>
<tr>
<td></td>
<td>Codes listed on FAMIS Screen 306</td>
</tr>
<tr>
<td>LIMITED (L-DOC)</td>
<td>Less than $5,000; Not Pro-Card or E-Doc eligible; Bid process adds no</td>
</tr>
<tr>
<td></td>
<td>measureable value; PVAMU Master Agreement purchases see Procurement website</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.pvamu.edu/pages/5309.asp">http://www.pvamu.edu/pages/5309.asp</a></td>
</tr>
<tr>
<td>REQUISITION (R-DOC)</td>
<td>Unallowable purchases using above purchase types; On-Campus Services; Biddable</td>
</tr>
<tr>
<td></td>
<td>– over $5,000; Timelines/deadlines associated; Provides clear and detailed</td>
</tr>
<tr>
<td></td>
<td>specifications; Submitted to Procurement Office.</td>
</tr>
</tbody>
</table>
CAMPUS AGREEMENTS

(Click on active link above, to see complete list of PVAMU Campus Agreements)

* Denotes a specific PVAMU web ordering page

<table>
<thead>
<tr>
<th>Commodity</th>
<th>Vendor</th>
<th>Contact Name</th>
<th>Phone</th>
<th>Contact E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charter Bus</td>
<td>Continental Bus Lines</td>
<td>Manuel Alvarez</td>
<td>713-692-1996</td>
<td><a href="mailto:continentalbuslines@juno.com">continentalbuslines@juno.com</a></td>
</tr>
<tr>
<td>Graphic Services</td>
<td>Blank Canvas</td>
<td>Molly Murphy</td>
<td>936-615-8397</td>
<td><a href="mailto:mollymurphy@blankcanvasportfolio.com">mollymurphy@blankcanvasportfolio.com</a></td>
</tr>
<tr>
<td>Graphic Services</td>
<td>Gilbreath Communications</td>
<td>Audrey Gilbreath</td>
<td>281-649-9595</td>
<td><a href="mailto:audrey@gilbcomm.com">audrey@gilbcomm.com</a></td>
</tr>
<tr>
<td>Graphic Services</td>
<td>Presley Design Studio</td>
<td>Heather Presley</td>
<td>254-933-8211</td>
<td><a href="mailto:heather@presleydesignstudio.com">heather@presleydesignstudio.com</a></td>
</tr>
<tr>
<td>HP Laser Jet Printer and HP Toner</td>
<td>Pante' Technology</td>
<td>Thomas Bell</td>
<td>972-775-5527</td>
<td><a href="mailto:tbell@pantetech.com">tbell@pantetech.com</a></td>
</tr>
<tr>
<td>Office Supplies</td>
<td>Brenham Office Supplies *</td>
<td>Karen Bartkowiak</td>
<td>800-257-2677</td>
<td><a href="mailto:karen@brenhamofficesupply.com">karen@brenhamofficesupply.com</a></td>
</tr>
<tr>
<td>Paper, 30% Recycled Content</td>
<td>Globe Office Products *</td>
<td>Philip Soni</td>
<td>713-932-7822</td>
<td><a href="mailto:globeoff@hotmail.com">globeoff@hotmail.com</a></td>
</tr>
<tr>
<td>Plaques, Trophies, Awards, Embroidery</td>
<td>Amazing Awards</td>
<td>Mary Gilmore</td>
<td>713-866-6240</td>
<td><a href="mailto:info@azawards.com">info@azawards.com</a></td>
</tr>
<tr>
<td>Promotional Items</td>
<td>C&amp;E Specialties</td>
<td>Cynthia Cormier</td>
<td>281-550-1160</td>
<td><a href="mailto:cynthiacormier@att.net">cynthiacormier@att.net</a></td>
</tr>
<tr>
<td>Promotional Items</td>
<td>Office Effects</td>
<td>Ellen Elam</td>
<td>713-957-4700</td>
<td><a href="mailto:eelam@officeeffects.com">eelam@officeeffects.com</a></td>
</tr>
</tbody>
</table>

ACCOUNT RECONCILIATION

The PVAMU Reconciliation Office (RECON) is responsible for the reconciliation of state appropriated banks, local banks, and designated clearing accounts. The RECON Office strives to report account balances that are “TRUE” and accurate to all users of financial information.

TIMELY: All accounts must be reconciled in a timely manner.

RELIABLE: Accounts are reconciled in a timely manner result in information that is reliable for decision making and implantation of best practices.

UNDERSTANDABLE: Reconciled accounts that are presented in a timely manner and are reliable for users will help gain an understandable insight on the inflows and outflows of all University funds deemed for a certain purpose.

ERROR-FREE: Reconciling accounts in a timely manner promotes reliable information and gives understanding to inflows and outflows of University funds, which will ensure that corrective measures that need to be taken are taken, and completion of those measures will always result in error-free financial information.

For information regarding departmental account reconciliation responsibilities, see links below.

University Compliance Office
VPBA Memo No. FY14-03 Monthly Statement of Account Reviews

What Departments Should Know

**“HOW DO I”**

- Acquire Independent Contractor Services
- Charter Bus Services
- Navigate through the FAMIS Screens

**HUB Week on “The Hill”**

- All events begin at 9:00 a.m.
- June 16, 2014 - Departmental HUB Goal Achievers
- June 17, 2014 - Departmental Procurement Training
- June 18, 2014 - 12th Annual HUB Vendor Fair
- June 20, 2014 - Forum - Construction Companies

**FUN FACTS**

- FAMIS SCREENS
  - 914 SHOWS DOCUMENT ROUTING | 278 DOCUMENT SNAP-SHOT
  - 350 SHOWS INVOICING | 330 SHOWS RECEIVING

Staff Members - Office of Procurement, Contracts and Reconciliations

- W.Kay Peavy, Director
- Marie Robinson, Financial Associate
- Jim Nelms, Procurement Supervisor & HUB Coordinator
- Richard Hamilton, HUB Assistant & Buyer
- Michael Simms, Procurement Specialist
- Anthony Barnes, Buyer
- Randy Millin, Procurement Specialist & Contract Supervisor
- Lashunda Watson, Procurement & Contract Specialist
- Judge Evans, Reconciliation Supervisor
- Denise Ingram, Reconciliation Specialist
- Carolyn Sanders, Reconciliation Specialist